# **MEETING AGENDA**

| **Meeting/Project Name:** | Initial meeting | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 27/01/2017 | **Time:** | 14:00 |
| **Meeting Facilitator:** | Chris Youd | **Location:** | Basement, MBL |

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| 1. Meeting Objective |
| The objective of the initial meeting will be to discuss the teams initial concept, the technologies to be used, the strategy the project will undertake and to find out what tasks there will be as well as distributing projects across the team. |

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| 2. Attendees | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Chris Youd |  | 2youdc96@solent.ac.uk | 07896046450 |
| Chris Pryor |  | chris.pryor117@hotmail.co.uk |  |
| Ben Towers |  | bentowers17@gmail.com |  |
| Andrew Abraham |  | 2abraa88@solent.ac.uk |  |

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| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Initial concept | All | 14:00 |
| Technoligies to be used (engine, design software, etc) | All | 14:20 |
| Discuss strategy | All | 14:40 |
| Ascertain tasks needed to complete project and distribute to team members | All | 15:00 |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | |
| **Description** | **Prepared by** |
| Any notes from 1st lecture from Monday if any. | All |
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# **MEETING MINUTES**

| **Meeting/Project Name:** | | | Initial Meeting | | | | | | | | | | | |
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| **Date of Meeting:** (MM/DD/YYYY) | | | 27/01/2017 | | | | | **Time:** | | | 14:00 | | | |
| **Minutes Prepared By:** | | | Chris Youd | | | | | **Location:** | | | Basement, MLB | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| As per agenda | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | **E-mail** | | | | | | **Phone** | |
| Chris Youd | | | |  | | | 2youdc96@solent.ac.uk | | | | | | 07896046450 | |
| Chris Pryor | | | |  | | | chris.pryor117@hotmail.co.uk | | | | | |  | |
| Ben Towers | | | |  | | | bentowers17@gmail.com | | | | | |  | |
| Andrew Abraham | | | |  | | | 2abraa88@solent.ac.uk | | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Initial concept, Medevil racing, top down view, start with one peasent, during the race can pick up other peasants on the race track enabling user to faster,, to win is to finish first. | | | | | | | | | | All | | | | By end of project |
| Technologies – Game Engine – Unity (v5.4.3??), IDE Visual Studio (C#), Photoshop, Bitbucket(VCS), Google Docs for all information | | | | | | | | | | All | | | | Throughout project |
| Strategy;   * Documentation i.e. BRD, use case, class diagrams (ERD), software design, Micro GDD, GDD, globalisation, legal issues, Timeline, Gant Charts, income streams | | | | | | | | | | All | | | | Throughout project |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| BRD/GDD – (requirements, use case, class diagrams) | | | | | | | | | | Chris / Chris | | | | 03/01/2017 |
| Micro GDD | | | | | | | | | | Ben / Andrew | | | | 03/01/2017 |
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| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/01/2017 | | | **Time:** | 14:00 | | | **Location:** | | | Basement, MLB | | |
| Objective: | Review documentation | | | | | | | | | | | | | |