This is a document of concerns. This was discussed via Discord on video chat.   
Below this document I have listed our solutions to these concerns and the actions we are taking as a group.

30/03/20

Hey Guys,   
  
I wanted to talk to you both about this when we had our group meeting. Due to the delays, I think it is better for me to write this down on text form instead.   
  
I have concerns and I would like to voice them.   
To begin, from last week’s group meeting, a lot of problems have surfaced and I haven’t done any group project work because of this. I feel disheartened and honestly devalued in this group.

I would like to start with my first concern, I don’t feel listened to or valued as a team member.

* Last week, I had the tasks of working on the wizard and comic concepts. I break down my work in manageable chunks in that week so that I can create the right assets for our game. The wizard concept I had showed you guys was so I could get feedback from you both to iterate on it. I needed to know what you guys don’t like about it, or what to keep, or give me some direction of the art style that you guys think would fit instead.   
    
  I did not get any of that from you, instead it was a quick comment of “I like the hat” and that was it. How does that help me to create better assets from that?

This has stopped me in my tracks as I don’t feel motivated to be able to make assets if they aren’t even valued. To continue, if you would like me to just get the feedback from playtesters, then just say so because then I can make my own releases and do my own playtesting for my work. This is not a good idea because we are a group. We are supposed to work as a team and for me to work at a tangent like that, will create more problems for our group, it will break down our communication.   
  
Look guys, University is already difficult as it is, and I want to voice out my concerns because I have my own stressors in life, much like you, and I want to make this easier for us. I am not doing this to do the blame game or make anyone else feel devalued. I am writing this so we can take actions to these problems, because they are important for our work!

* As for playtesting feedback, the system we had last week of reading them out was dysfunctional. We didn’t make notes on what the feedback given and yeah it took a big chunk of time to go through both of the playtesting feedback. I would like to suggest a better way to do this.   
    
  Instead, we need to be more focused in our meetings. Maybe one of us **Screenshares** the feedback and another **makes notes of the changes** we will make, and another person writes in the **design doc** as we are all discussing it. So, then everything can be updated, and we can make a better backlog.
* To continue, with our meetings. They are far from focused. A meeting is roughly supposed to be 15-30 mins. If it is just talking about our task for the following week, it’s about 10-15 mins. With playtesting feedback, it is around 30 mins. Let us keep it that way because that is all a meeting is.   
    
  If you want to do a game jam together then just say. Schedule it in and ask. Because a game jam and a meeting are completely different things.   
    
  Last week, midway through our meeting, you both just ended up doing your own work and when I suggested “Guys, can we talk about our tasks for the following week” the response I got was both of you are doing work and it will take a while so let’s just do work for now and come back to the tasks later.   
    
  First of all, that is not right! Because we have to prioritise our meeting before we do a game jam. Also, last week, I had planned to do the group meeting with you both and then have lunch so after I can get back to work. Instead, that ruined my workflow and I even asked if you both had lunch and both of you said weren’t going to have lunch. The meeting had ran on already for an hour at that point.   
    
  We need to be more organised! That’s my point!
* Lastly, we need to improve our team communication. We have to be better when it comes to giving each other feedback. I understand that we have our own tasks and we do focus on them more. That’s fine but when there is a time to assess the work and give each other feedback. We should be fully present. This is when we are having a group meeting.  
    
  Also, with giving each other feedback, we have to work as a team rather than react to the work. What I mean by that is, when we want to talk and review what we’ve done in our tasks together, give good strong feedback. Give constructive criticism. You are allowed to do that! Don’t keep waiting for feedback after 2 weeks to then say, oh we need to change that again because that disrupts workflow and future tasks won’t get done. I am aware of the iterative process and how feedback from play testers work with that. So, as a solution we should be consistent in getting feedback so we can iterate what is wrong straight away. That could mean weekly releases, but I don’t want to put us through a lot of pressure than we already are in. Our feedback to each other is as vital as the feedback we get from play testers. So, if we see something and it doesn’t look right then that’s where we can have our say. I understand that at times this will happen, I’m just suggesting so it isn’t a constant thing.  
    
  I am saying all of this because I don’t want to waste the time that I don’t have. I am already stressed out from dealing with the other modules and I know you both have dissertations to worry about too and we can make this so much easier for each other and for it to flow better. I am just asking for your help, to make this easier on all of us. This is not to criticize but so we can understand better the direction of this work.   
    
  Thanks for taking the time to read this. Feel free to message back, I’d like for us to talk about this. I hope you are both well and safe.   
    
  Len.

Our solutions we discussed

* Posing the question in a better way   
  Instead of “what do you think?” – be more specific “Do you think the colour style fits with our game?”
* How our meeting will go

1. Feedback (if any)
2. Talk about the tasks
3. Work on tasks in the jam
4. Discuss task we will work on in the following week (outside if jam)

* The Playtesting feedback suggestion will be used to assess feedback together
* Our meetings will be scheduled = Monday 2pm & Thursday 2pm