Pre-Meeting Planning

1. Project Overview – For the project, we are creating a short mobile game about running a restaurant. This meeting will be a startup meeting. We will be going over gameplay, designs, and the responsibilities each person will be taking. We will set goals for where we want to be and get done for this week. After that will be a meeting following to check on progress and make more goals, etc.
2. Who will be invited to the meeting and what their role is.
   1. Kelly- Programmer
   2. Savannah- Rigger
   3. Mark- Project Manager
   4. John- Animator
   5. Hailey- 3D Modeler
3. Meeting length: 55 minutes (Leave 5 minutes to get to next meetings)
4. Meeting Goals:
   1. Main gameplay set up
   2. Starting Designs
   3. Assign responsibilities