

# Team Meeting - 12th December 2021

## Introduction

Date of meeting	Summary of items discussed	In attendance
12th December 2021	In this meeting, we discussed the upcoming unit 6 assignment - as well as the product we will be delivering.	Alex, Antonios, Kieron, Sergio & Victor

## Items Discussed

- **Requirement Prioritisation** - During this meeting, we discussed the 5 items we would be prioritising for development and delivery within the Unit 11 assignment. In order, these were "Device should be controllable by voice or text/keyboard input", "The UI should be usable with one hand", "The game should be safe for children", "A player should be able to create a user profile" & "Sounds should be mutable with a single key/button press".
- **Division of work for upcoming assignment** - We discussed the split/allocation of work for the upcoming assignment (Listed under action items).
- **Sprint Duration** - We agreed that sprints would be between 7 and 10 days in length, with up to 1 week for remedial action and planning between.

## Actions Arising from Meeting

The below table contains a concise summary of the actions that have arisen from this meeting, as well as the team member(s) responsible for undertaking the task.

Action number	Description	Responsible
1	Background	Kike
2	Design description with SDLC selected and justification for selection	Alex
3	List of requirements gathered.	Kieron
4	List of requirements included in the demo/simulation (with reasons for prioritisation)	Victor
5	Plan of sprints/phases and included products	Sergio/Kike
6	Estimates of implementation time.	Sergio