

# Meeting: 13th March 2018

**Meeting Type:** Weekly Meeting

**Team:** Team 

**Meeting Start Time:** 1:30pm

**Meeting End Time:** 3:00pm

## Attendance

- Pete: Yes
- Sam: Yes
- Liam: Yes
- Guy: Yes
- Elliot: Yes

## Agenda

- [1 min] Check meeting attendance and acknowledge absences.
- [10 mins] Check progress since last meeting, mark which tasks are complete and which are still outstanding (and reasons for their delay).
- [15 mins] Discuss and review **initial graphic designs**.
- [30 mins] Discuss and review **PERT chart**, distribute tasks among the team, identify critical path(s).
- [15 mins] Discuss and review **documentation**.
- [10 mins] Discuss and review **flowchart**.
- [5 mins] Overview of **GitHub and testing processes**.
- [5 mins] Assign actions to be completed for next meeting.
- [2 mins] Set a date and venue for the next (development) meeting, acknowledge potential absences for the coming week.
- [N/A] Additional comments

## Progress

### General

- **Pete, Liam & Elliot:** Work on game engine documentation.  (AI and GUI sections were also completed)

## Pete

- Finish class diagrams. ✓

## Sam

- Complete graphic designs for board templates. ✓

## Liam

- Finish PERT chart with feedback. ✓
- Add cardinality to use-case diagrams. ✓
- Ask **Sam** about how to layout the use-case diagram (is it worth making it tidy or will Sam just do it in Photoshop at the end?) ✓

## Guy

- Amend flowchart with feedback ✓
- Complete questionnaire/user research. ✗

## Elliot

- Create sequence diagrams. ✓
- Amend wireframes with feedback. ✓

## Notes

- We begin by going through **Sam**'s designs for the board templates.
  - **Sam** has also prepared some branding work and shows us concepts for a logo, one small (for icon usage) and one larger (for all other cases). Everyone likes them.
  - He says he has taken a lot of inspiration from the wireframes and intends to leave a lot the same.
  - He will be furthering the designs by creating custom corner tiles.
  - **Guy** raises the question of whether the top row should be flipped. **Elliot** says this is something he considered during the wireframe stage but had decided to mirror the physical game in line with the requirement that the program must “reflect the spirit and character of the game”. The team decides to flip just the text round as a compromise, which **Sam** is able to quickly mockup for review.
- **Liam** then talks us through the now complete PERT chart.

- He has identified a *critical path* which consists of GameEngine development, UI development and Testing. If an element of this path goes over the predicted timeframes we will be in danger of missing our overall deadline. **Elliot** notes that if this happens we will be eating into buffer time, however this is not something we want to happen.
  - We then begin the distributing the remaining tasks (development) among the team.
  - **Pete** is extremely confident that he can tackle the GameEngine alone. He proposes that we have the following formation:
    - GameEngine: 1 member
    - UI: 3 members
    - AI: 1 member
  - **Elliot** counters that the GameEngine is a large part of the codebase and proposes the formation:
    - GameEngine: 2 members
    - UI: 2 members
    - AI: 1 member
  - **Pete** argues that the UI development will be really hard and therefore it requires more attention than the GameEngine or AI.
  - **Sam** asks if it is the case that **Pete** knows the GameEngine design so well that having an extra member would be a hindrance rather than help.
  - **Elliot** then asks which roles members would prefer to take as it seems as though **Pete** will be doing GameEngine and **Liam** will be doing AI. **Guy** says he'd prefer to work on the GameEngine, **Sam** and **Elliot** are happy to work on the UI.
  - This settles the allocations for now and we agree to review it in the following meeting, giving us the ability to adjust if need be.
  - **Elliot** asks **Liam** how complex he intends for the AI to be. **Liam** says he will make it rule-based to begin with and if there is time he will attempt a different solution.
  - We set up all the development tasks as cards on the Trello board.
  - **Elliot** says that he does not feel like the UI development will be completed for the 2nd April.
- **Pete** then talks us through the initial documentation and that he has set up.
  - **Pete** says that we should be updating the documentation as the project progresses.
  - **Guy** asks about naming conventions, **Pete** suggests camel-case.
  - **Pete** tells us we'll need to be using Java 8.
  - **Sam** asks about the formatting of documentation and other deliverables. He confirms that they are all still intended to be formatted by him in Photoshop prior to submission to the client.
- **Guy** then talks us through the flowchart.
  - **Elliot** asks about the flow for when a third double is roll, **Guy** explains.

- **Guy** asks **Liam** if the client has replied regarding the auction bidding process - **Liam** says he has.
- At this point we realise that we are well ahead of schedule and therefore we decide to fit in the proposed development meeting now. **Pete** takes us through the development structures he has set up for us.
  - **Pete** shows us the GitHub repository. He intends to give **Sam** an introduction session to GitHub as he is unfamiliar.
  - He tells us that the repository has been set up strictly. No one will be able to push code to the *master* or *development* branches without merging via Pull Request (which requires a co-sign).
  - The master branch is for the most recent stable release. **Elliot** adds that we shouldn't merge into master branch without discussing in a meeting first.
  - The development branch is for in-progress work.
  - **Pete** says we should be creating feature branches that we can then merge into the development branch via PR.
- We briefly discuss the topic of the Trello board background, which has been frequently switched back and forth by members of certain team members.
  - **Guy** says he finds the grey background calming and that it helps him to focus.
  - **Pete** argues that the mountain range picture is also calming, but **Guy** finds it distracting.
  - **Sam** browses other alternatives and finds a compromise in an image of Brighton's West Pier. The team unanimously agrees on this compromise and decides that if the image is changed again that the culprit must buy Domino's Two-for-Tuesday's for the whole team.

## Actions

### General

- Review team allocations next meeting.
- Discuss **software and testing documentation** next meeting.

### Pete

- Hold a GitHub introduction session for **Sam**.
- Begin GameEngine development.

### Sam

- Finish graphic designs by creating small UI elements: dice, tokens, menus, corner tiles, cards, etc.

- Begin UI development.

## Liam

- Begin AI development.

## Guy

- Begin GameEngine development.

## Elliot

- Begin UI development.

## Next meeting

The next meeting will be on: 20th March at 1pm in Chichester 1, meeting room 1