

Progress Meeting M1

GENERAL MEETING 0.1.9

Meeting Details

Organiser	Waiyaki Otieno
Date	Wednesday, 31 May 2023
Time	13:00 – 15:00
Location	MDH, Room 1.42
Participants	All Team Members

Agenda

I. Welcome	⇒ Opening remarks. → Approve the agenda.	Facilitator: Waiyaki 00:00 – 00:00
II. Previous Minutes	→ Recap Summary of previous meeting → Have goals of previous meeting been met including outstanding action items. → Rediscuss any incomplete decision points.	00:00 – 00:05
Stand Up		
III. Enemy & Character	→ Overview of Character and Enemy progress. → Review and finalize character and enemy designs.	Victor 00:10 – 00:30
IV. Animation	→ Overview of current state of animation concepts. → Review and discuss Animations and any needed adjustments.	00:30 – 00:50
V. Environment	→ Overview of tree modelling discovery → Review needed adjustments and improvements for further refinement	Mohamad 00:50 – 01:00
Break		
VI. VFX	→ Overview of current state of VFX exploration → Assess viability of Niagara and discuss further improvements for refinement	Kathi 01:20 – 01:30
VII. Font	→ Overview of font selection → Discuss font selection available	Waiyaki 01:30 – 01:40
VIII. AOB	⇒ Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting	01:40 – 01:50

Progress Meeting M1

GENERAL MEETING 0.1.9

IX. Close Out	→	Summarise the key decisions and actions from the meeting.	01:50 – 02:00
	→	Note undiscussed items to be discussed either asynchronously or in next meeting.	
	⇒	Closing remarks.	
	→	Schedule next meeting or touchpoint.	

Key

-
- Informational
 - Discussion topic
 - Action item
 - ⇒ Other
-

Notes / additional information

- Pre-reading material and links
 - N/a
- Questions raised between meetings.
 - N/a
- Side notes
 - N/a
- Etc.
 - N/a