Prototype

Meeting Details

Organiser	Waiyaki
Date	Wednesday, 17 May 2023
Time	13:00 – 16:00
Location	MDH, Room 1.42
Participants	All Team Members

Agenda

I.	**Welcome**	⇒ → →	Opening remarks. Approve the agenda. Weekly Stand-up	Facilitator: Waiyaki 00:00 – 00:05
II.	**Previous Minutes**	→ → →	Recap Summary of previous meeting Have goals of previous meeting been met including outstanding action items. Rediscuss any incomplete decision points.	Kathi 00:05 – 00:15
III.	**Feedback**	→ →	Review and discuss feedback collected from prototype playtest. Was feedback impactful. Identify key findings and areas for improvement based on the feedback.	Waiyaki 00:15 – 00:45
IV.	**Music**	→ →	Listen to and discuss refrence songs and sounds collected. Determine musical direction and compile a list of reference songs for the project	00:45 – 01:05

Break

V.	**Colour and Style**	→ → →	Present and discuss the created colour concepts. Further discuss the art style and its implementation. Finalize colour concepts and make decisions on art style direction.	Victor 01:20 – 01:35
VI.	**Character and Enemy designs**	→ →	Present concepts and designs for characters and enemies. Discuss and evaluate designs and concepts to determine next steps.	01:35 – 02:10
VII.	**Animation Concepts**	→ → →	Determine if animation concepts are ready for discussion or need further development. If ready: discuss and evaluate. Decide on next steps for animation concepts.	02:10 – 02:40

VIII. AOB	⇛	Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting	Waiyaki 02:40 – 02:50
IX. Close Out	→ → ⇛ →	Summarise the key decisions and actions from the meeting. Note undiscussed items to be discussed either asynchronously or in next meeting. Closing remarks. Schedule next meeting or touchpoint.	02:50 – 03:00

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
    - → Please collect Music references they need to be discussed ASAP.
- Etc.
    - → N/a