Progress and Documentation

Meeting Details

Organiser	Waiyaki
Date	Wednesday, 07 June 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.	Kathi 00:00 – 00:05

Stand-Up

III.	**Documentation**	➔ Reiterate the importance of keeping up with documentation	Micha 00:10 – 00:30
IV.	**Environment Trees**	➔ Overview of tree modelling progress ➔ Review and discuss trees and any needed adjustments	Mohamad 00:30 – 00:50

Break

V.	**Enemy Designs**	➔ Overview of current state of enemies ➔ Review and finalize enemy designs	Victor 01:10 – 01:40
VI.	**AOB**	⇒ Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting	Waiyaki 01:40 – 01:50
VII.	**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.	01:50 – 02:00

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
  - → N/a
- Etc.
  - → N/a