Creative Progress

Meeting Details

Organiser	Name
Date	Wednesday, 24 May 2023
Time	10:00 – 13:00
Location	MDH, Room 1.42
Participants	All team members

Agenda

I.	**Welcome**	⇒ Opening remarks. → Approve the agenda.	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 – 00:10
III.	**Style Adjustments and Environment**	→ Overview of current state of style and environmental concepts. → Outline plans for further development of the environment design.	Victor 00:10 – 00:30
IV.	**Character and Colouring**	→ Overview of Character and colouring progress. → Review and finalize character designs, including any necessary adjustments. → Determine the colour palette and finalize colouring decisions for characters.	00:30 – 01:00
V.	**Animation concepts**	→ Overview of current state of animation concepts. → discuss any required improvements or changes concerning the direction for further refinement of animations.	01:00 – 01:30

Break

VI.	**UI/UX Overview**	→ Review the current state of UI and UX discovery. → Settle on direction based on wireframes and UI discovery.	Waiyaki 01:45 – 02:10
VII.	**First Playable**	→ Discuss the objectives and goals for the first playable.	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.	02:40 – 02:50
IX. Close Out	→	Summarise the key decisions and actions from the meeting.	02:50 – 03:00
	→	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