

Feature Complete Prep

GENERAL MEETING 0.2.13

Meeting Details

Organiser	Waiyaki Otieno
Date	Wednesday, 05 June 2023
Time	10:30 – 12:10
Location	MDH, Room 1.42
Participants	All Team Members

Agenda

I. Welcome	⇒ Opening remarks. → Approve the agenda.	Facilitator: Waiyaki
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. Feature Complete	→ Review deliverables for vertical slice → Review scope → If scope needs to be adjusted and how it should be done → Create a list of desired internal criteria for feature complete keeping in mind user feedback	Waiyaki 00:10 – 00:40
IV. Animation Asset Management	→ How do we proceed on animation workloads post feature complete → What should the animations focus on post feature complete	Victor 00:40 – 01:00

Break

V. Progress Updates	→ Overview of work to be reviewed. → Review and discuss any needed adjustments. → Finalise and gauge overall team satisfaction and determine forward path. Team members <ul style="list-style-type: none">▪ Micha (Grass: review)	01:20 – 01:30
VI. AOB	⇒ Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting	01:30 – 00:00

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VII. Close Out	<div>→ Summarise the key decisions and actions from the meeting.</div> <div>→ Note undiscussed items to be discussed either asynchronously or in next meeting.</div> <div>⇒ Closing remarks.</div> <div>→ Schedule next meeting or touchpoint.</div>	00:00 – 01:40
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Key

- Informational
 - Discussion topic
 - Action item
 - ⇒ Other
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Notes / additional information

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