# Meeting Details

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| **Organiser** | Waiyaki Otieno |
| **Date** | Monday, 17 Apr 2023 |
| **Time** | 16:00 – 18:10 |
| **Location** | MDH, Room 1.42 |
| **Participants** | All team members |

# Agenda

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| 1. Welcome | * Opening remarks. * Approve the agenda. * Onboard new team Members | Facilitator: Waiyaki  16:00 – 16:10 |
| 1. Previous Minutes | * Recap Summary of previous meeting * Have goals of previous meeting been met including outstanding action items. * Recap Setting and style for new Artists | Facilitator: Kathi  16:10 – 16:30 |
| 1. Roles | * Decide on Department leads in places where they are needed. * List contact persons and what they are responsible for | Facilitator: Waiyaki  16:30 – 16:40 |
| 1. Project Scope | * Make a table of Need, Want and Nice to haves. * Discuss the feasibility of each of these points. * Identify potential risks and discuss mitigation strategies. | 16:40 – 17:10 |
| Break |  |  |
| 1. High Concept | * Recap Core Game idea * Create a high level summery of the project its objectives and expected outcomes. * Point out general reference material. | 17:30 – 17:50 |
| 1. AOB | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting | 17:50 – 18:00 |
| 1. 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. | 18:00 – 18:10 |

### Key

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| * 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