# Meeting Details

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| **Organiser** | Waiyaki |
| **Date** | Wednesday, 19 Apr 2023 |
| **Time** | TBD, Total time - 02:20 |
| **Location** | MDH, Room 1.42 |
| **Participants** | All team Members (OOO: Kathi) |

# Agenda

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| 1. Welcome | * Opening remarks. * Approve the agenda | Facilitator: Waiyaki  00:00 – 00:05 |
| 1. Regroup | * Recap of feedback received from audience and stakeholders. * What critique points where most pertinent to our end goal. * Identify areas of improvement based on feedback received. | 00:05 – 00:25 |
| 1. Further Discussion | * Overview Project Scope and PBS. * Create a basic project timeline keeping in mind milestones. * Identify areas that require further discussion and/or clarification. | 00:25 – 00:55 |
| 1. Pipelines | * what are the needed pipelines for the project keeping in mind the PBS. * Assign team members to research and develop pipelines. | 00:55 – 01:15 |
| Break |  |  |
| 1. Game System Design | * Recap Asynchronous Discussion. * Feedback and discussion on feasibility and possible improvements as well as further ideation on subject. | 01:35 – 01:50 |
| 1. Tasks For prototype | * Identify Tasks and Responsibilities. * Assign tasks and responsibilities to team members. | 01:50 – 02:10 |
| 1. AOB | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting. | 00:00 – 00:00 |
| 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. | 00:00 – 00:10 |

### 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