# Meeting Details

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| **Organiser** | Name |
| **Date** | Wednesday, 19 Apr 2023 |
| **Time** | TBD, Total Time - 01:40 |
| **Location** | MDH, Room 1.42 |
| **Participants** | All Team Members |

# Agenda

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| 1. Welcome | * Opening remarks. * Approve the agenda. | Facilitator: Waiyaki  00:00 – 00:05 |
| 1. Previous Minutes | * Recap Summary of previous meeting * Have goals of previous meeting been met including outstanding action items. * Rediscuss any incomplete decision points. | 00:05 – 00:15 |
| 1. Game SFX  Needs Assessment | * Identify elements requiring sound (e.g., Character actions, UI, environmental, etc.) * Determine sound effects style and desired emotional impact | 00:15 – 00:40 |
| 1. Interactive & Adaptive Audio | * On implementing adaptive audio techniques for immersive gameplay * Addressing audio cues for in-game events and player feedback (e.g., Low Health, Achievements, Checkpoints) | 00:40 – 01:00 |
| Break |  |  |
| 1. BGM Inspiration and style | * Identify inspiration works for game BGM * Determine Desired Instrumentation * Establishing overall style and mood | 01:00 – 01:30 |
| 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