# Meeting Details

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| **Organiser** | Waiyaki |
| **Date** | Wednesday, 17 May 2023 |
| **Time** | 13:00 – 16:00 |
| **Location** | MDH, Room 1.42 |
| **Participants** | All Team Members |

# Agenda

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| 1. Welcome | * Opening remarks. * Approve the agenda. * Weekly Stand-up | 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. | Kathi  00:05 – 00:15 |
| 1. Feedback | * Review and discuss feedback collected from prototype playtest. * Was feedback impactful. Identify key findings and areas for improvement based on the feedback. | Waiyaki  00:15 – 00:45 |
| 1. Music | * Listen to and discuss reference songs and sounds collected. * Determine musical direction and compile a list of reference songs for the project | 00:45 – 01:05 |
| Break |  |  |
| 1. Colour and Style | * Present and discuss the created colour concepts. * Further discuss the art style and its implementation. * Finalize colour concepts and make decisions on art style direction. | Victor  01:20 – 01:35 |
| 1. Character and Enemy designs | * Present concepts and designs for characters and enemies. * Discuss and evaluate designs and concepts to determine next steps. | 01:35 – 02:10 |
| 1. Animation Concepts | * Determine if animation concepts are ready for discussion or need further development. * If ready: discuss and evaluate. * Decide on next steps for animation concepts. | 02:10 – 02:40 |
| 1. AOB | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting | Waiyaki  02:40 – 02:50 |
| 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. | 02:50 – 03:00 |

### 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
  + Please collect Music references they need to be discussed ASAP.
* Etc.
  + N/a