# Meeting Details

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| **Organiser** | Name |
| **Date** | Wednesday, 24 May 2023 |
| **Time** | 10:00 – 13:00 |
| **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. | Kathi  00:05 – 00:10 |
| 1. Style Adjustments and Environment | * Overview of current state of style and environmental concepts. * Outline plans for further development of the environment design. | Victor  00:10 – 00:30 |
| 1. Character and Colouring | * Overview of Character and colouring progress. * Review and finalize character designs, including any necessary adjustments. * Determine the colour palette and finalize colouring decisions for characters. | 00:30 – 01:00 |
| 1. Animation concepts | * Overview of current state of animation concepts. * discuss any required improvements or changes concerning the direction for further refinement of animations. | 01:00 – 01:30 |
| Break |  |  |
| 1. UI/UX Overview | * Review the current state of UI and UX discovery. * Settle on direction based on wireframes and UI discovery. | Waiyaki  01:45 – 02:10 |
| 1. First Playable | * Discuss the objectives and goals for the first playable. | 02:10 – 02:40 |

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| 1. AOB | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting. | 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
  + N/a
* Etc.
  + N/a