# Meeting Details

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| **Organiser** | Waiyaki otieno |
| **Date** | Wednesday, 21 June 2023 |
| **Time** | 11:00 – 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 – 00:00 |
| 1. Previous Minutes | * Recap Summary of previous meeting. * Have goals of previous meeting been met including outstanding action items. * Rediscuss any incomplete decision points. | 00:00 – 00:05 |
| Stand-Up |  |  |
| 1. Animation Workload | * Identify specific pain points and stress factors in animation process. * Discuss Possible solutions for high workload in the animation department. * Create action plan for implementing chosen solutions. | Micha  00:10 – 00:40 |
| 1. Vertical Slice | * Review deliverables for vertical slice. * Create a list of desired internal criteria for vertical slice. | Waiyaki  00:40 – 01:10 |
| 1. Art Bible | * Create and delegate tasks to complete various sections of the art bible. | Victor  01:10 – 01:30 |
| Break |  |  |
| 1. Environments | * Overview of current state of environments. * Collect key words and biomes to define wanted levels. * Create refrence packages for 3d elements. | Mohammad  01:40 – 02:20 |

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| 1. Progress Updates | * Overview of work to be reviewed. * Review and discuss any needed adjustments. * Finalise and gauge overall team satisfaction and determine forward path.   Team members   * Zhu (Review: Music and SFX) * Victor (Review: Player Animations) | 02:10 – 02:50 |
| 1. AOB | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting. | 02:50 – 03:00 |
| 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. | 03:00 – 03:10 |

### 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