# Meeting Details

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| **Organiser** | Waiyaki Otieno |
| **Date** | Wednesday, 31 May 2023 |
| **Time** | 13:00 – 15:00 |
| **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. Enemy & Character | * Overview of Character and Enemy progress. * Review and finalize character and enemy designs. | Victor  00:10 – 00:30 |
| 1. Animation | * Overview of current state of animation concepts. * Review and discuss Animations and any needed adjustments. | 00:30 – 00:50 |
| 1. Environment | * Overview of tree modelling discovery * Review needed adjustments and improvements for further refinement | Mohamad  00:50 – 01:00 |
| Break |  |  |
| 1. VFX | * Overview of current state of VFX exploration * Assess viability of Niagara and discuss further improvements for refinement | Kathi  01:20 – 01:30 |
| 1. Font | * Overview of font selection * Discuss font selection available | Waiyaki  01:30 – 01:40 |
| 1. AOB | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting | 01:40 – 01:50 |
| 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. | 01:50 – 02:00 |

### 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