Date & time of meeting: 18/01/19 11:30

Place of meeting: CESS Lab4

Group members present: Su,Hao,Robert and Vandana

Group members absent but who explained their absence before the meeting: N/A

All other group members not listed in the previous two boxes: N/A

Chairperson for this meeting: Su

Secretary for this meeting: Robert

Are the minutes of the previous meeting agreed as a correct record? At this time no previous meeting have been conducted.
List amendments here: Nothing needs redress at this time.

Review actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list the reasons given:

New matters discussed:
Possible tools for use during the game jam.Unity 3D, VS Code, Visual Studio 2017, Adobe Photoshop,Adobe Illustrator. Conduct evaluation of software to see if it's suitable and available without license issues on other machines.
Using a private GitHub repository for source control. If not present on personal machines install git. Unity supports Visual Studio 2015 and 2017.
Using Google Hangouts to communicate. Keep in regular contact raise any concerns/problems/issues asap in the Game Jam group chat.
What makes games different?Dimensional , polygon based grid system.
What are the commonalities between games?AI, sprites, models(if 3D)animation, audio,scripting,programming,testing,textures,controls,physics. Team members not familiar with games must play a few different computer games before next meeting to familiarise themselves with commonalities between games. All team members have experience with working with Unity3D. Members have developed 3D games.Team has little experience in making 2D games. Experience with graphic design and animation. Before next meeting members are to revise elements of Unity pertaining to the commonalities of games. Issues/problems to be reported to project supervisor:

List all actions requiring attention: The agreed timescale for completion of each one and who is responsible for each one(including setting an agenda for the next meeting and writing the minutes of the present meeting).Uncompleted actions from the previous meeting should be the first on the list:
Record here the agreed chairperson, secretary,date, time and place of next formal meeting:24/01/2018

Chairperson of next meeting: Su
Secretary for next meeting:Robert