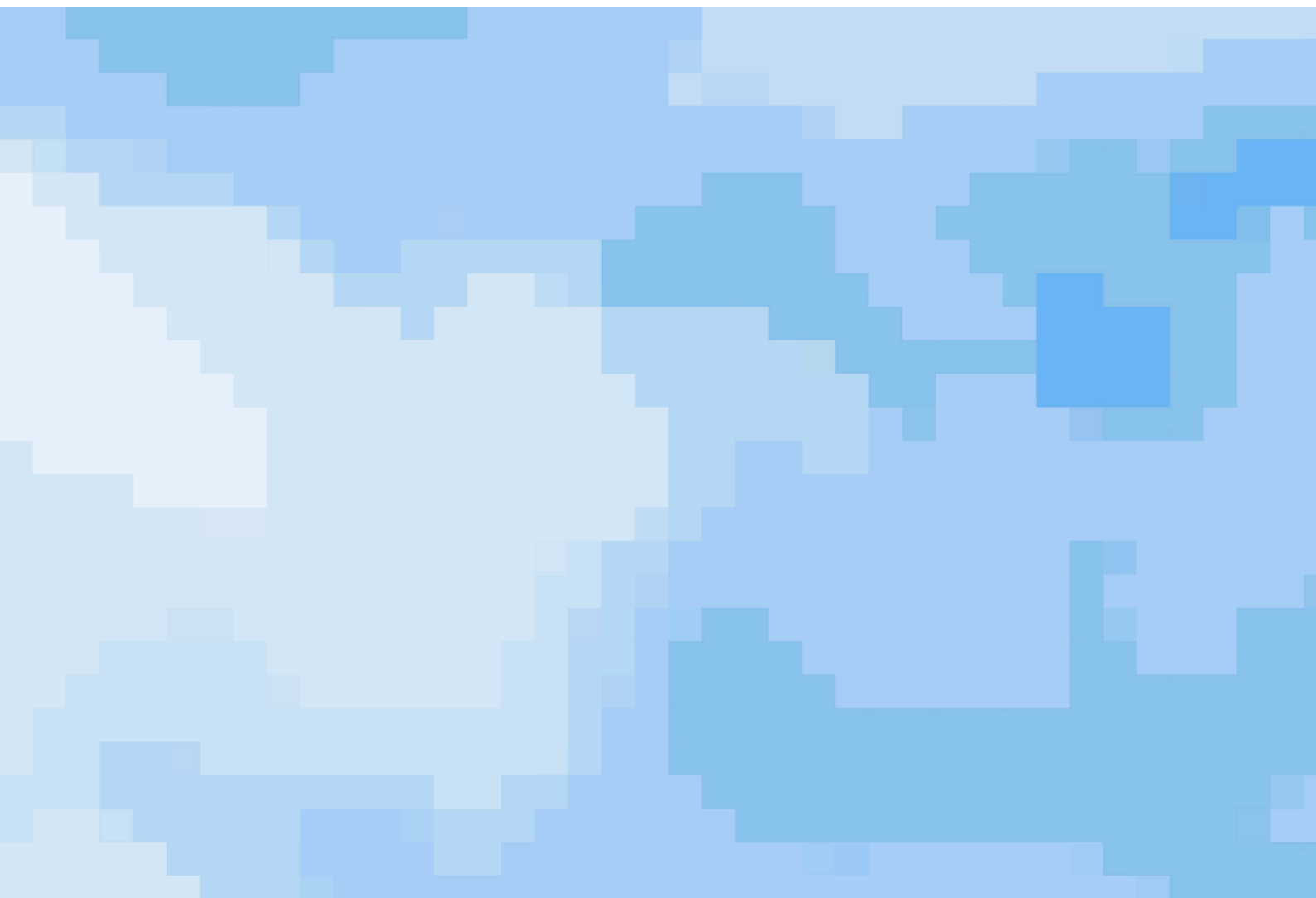




Software Project Progress and Documentation Meetings

Group: JARS with an E

Project: Napoelon's Adventures



Meeting Summary

Date: 8/3/25 & 11/3/25 (Consolidated Meetings)

Meeting Type: Online

Objective: The goal of these combined meetings was to assess and reflect on recent development progress, including reviewing a gameplay feature, technical planning, and preparation for mobile testing. The group also discussed scheduling future meetings more effectively, ensuring everyone has an opportunity to participate and share their work. In addition, practical planning regarding time management, collaboration, and prioritisation of tasks was undertaken to ensure smoother progress in the final weeks of the sprint.

Discussion Points

1. Game Feature Review and Feedback

The first meeting began with an intention to review a newly developed game. A screen was shared to present the game design and the progress made so far. However, the review process was disrupted by technical issues, including connection drops, which ultimately caused the meeting to end prematurely. Despite this, the intention to examine and critique the work was clear, and the feature will be revisited more thoroughly in the next session.

2. Technical Compatibility and Public Handle Setup

A critical issue highlighted during the meeting was the difficulty in accessing the locally hosted server from other devices. This posed a significant challenge in testing the application's mobile compatibility. As a solution, the team agreed on the need to implement a public handle, which would allow the application to be tested across different devices. One member volunteered to handle this task, and it was noted as a priority for enabling cross-device functionality during the final testing phase.

3. Clarification on Leaderboard Implementation

There was a query raised regarding the nature of the overall leaderboard—whether it should be time-based or point-based. After a brief discussion, it was concluded that this decision could be postponed. The current priority remains on building individual game-specific leaderboards, which are more immediately relevant to each mini-game. Finalising the design of the overall leaderboard will be addressed later in the development process.

4. Scheduling Future Meetings

The second meeting focused on logistics and organising upcoming sessions. The team discussed whether future meetings should be held online or in person, ultimately leaning towards maintaining online meetings for efficiency. It was decided that a poll would be created in the group chat to vote on suitable times. A suggested time slot of 12:00–2:00 PM was mentioned, and it was also reiterated that any team member unable to attend must provide a recording of their work in advance to keep the team informed and maintain accountability.

5. Coordination and Morale

The meeting ended with positive affirmations and encouragement for the team's collective efforts. Members expressed gratitude for each other's work and reiterated their dedication to pushing through the next phase. Plans were made to reconvene on Friday, with members encouraged to continue working on their assigned tasks and preparing updates for the upcoming session.

Conclusion

Across both meetings, the team made steady progress in refining the game features and identifying technical improvements, such as implementing a public handle. The discussions also helped clarify task priorities and set expectations for communication and attendance moving forward. Although technical interruptions affected one session, the group effectively regrouped and resolved pending discussions in the follow-up. Attention now shifts to task completion, improving device compatibility, and preparing for the final stages of Sprint 2.

Next Steps

1. Revisit and complete the review of the game showcased during the first meeting.
2. Proceed with the setup and testing of a public handle for external device access.
3. Finalise implementation of individual game leaderboards.
4. Delay decision on the main leaderboard format until later development stages.
5. Use polling to schedule future meetings based on majority availability.
6. Submit progress recordings if unable to attend upcoming meetings.

Action Items

- Continue game feature review and evaluation in the next session.
- Complete implementation of public handle for mobile testing.

- Maintain individual leaderboard development.
- Organise the next team meeting through polling and collective vote.
- Ensure all members complete and submit tasks even if unable to attend synchronously.