**Team Meeting Minutes**

|  |  |
| --- | --- |
| Team Name | Team O.N.E. |
| Date & Time | 05/12/2019, 13:00pm |
| Venue | Main Arts Library Social Learning Space |
| Attendees & Roles | Xavier: Facilitator  Anneka: Recorder  Zoie: Reporter/Monitor |

|  |
| --- |
| Project Status: On Track |

**What did we do in this meeting?**

|  |  |
| --- | --- |
| Action or Resolution | Owner |
| Gameplay Loops | ALL |
| Discussed individual progress | ALL |
| Discussed MVP | ALL |
| Discussed technical document | ALL |

**What are we going to do next meeting?**

|  |  |
| --- | --- |
| Action or Resolution | Owner |
| Present individual pages that have been completed | ALL |
| Go over any elements that people need help with | ALL |

|  |
| --- |
| Is there anything blocking our progress? |
| Not knowing what exact elements need to be in our GDD/will be assessed is affecting the progress as we’re constantly adding to our workload, uncertain of what is actually required – slowing us down and meaning more work heading into the final weeks before the deadline. |

|  |
| --- |
| Date, Time and roles of next meeting |
| 11/12/19, 14:00 – 16:00  Xavier: Facilitator  Anneka: Recorder  Zoie: Reporter/Monitor |