**Meeting Minutes**

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| **Subject** | **Second Team Meeting** | **Date** | **08/11/2011** |
| **Facilitator** |  | **Time** | 4.15 – 7.30 |
| **Location** | FEN-177 | **Scribe** | Phillip Tunnicliffe |
| **Attendees** | Phillip Tunnicliffe Joe Stead  Nicholas Robinson Andrew Wood  Christopher Dowson Robert Goulding  Joseph Houlsby | | |
| **Non-Attendees** | |  |  | | --- | --- | |  |  | | | |

| Key Points Discussed | | |
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| No. | Topic | **Highlights** |
| 1. | Finalizing group roles | The group finalized all roles already decided and began to discuss what Christopher Dowson and Robert Goulding could do for the project. It was decided that Christopher Dowson would be the marketer. The responsibilities of this role are that he would analyze the market and from this work with the visual designer and programmers to decide the overall image of the game. After this was done he would fully explore the different avenues of revenue that could be implemented and also look at possible IPR and copyright issues. Robert Goulding would be the visual designer, his role would mean that he supplies any artwork the programmers or marketer would need during the whole project. The group also decided that each week all members would meet up and test the program. |
| 2. | Detailed breakdown of ACW specification | At this time the group split off into two separate teams, the programmers began developing the gantt chart for the program and class diagrams as they would have a better idea of what would be needed. The remaining members began to breakdown the ACW and talk about ideas for the project. |
| 3. | Arranging next meeting | Finally the group talked about the next suitable time to meet which will be at the compulsory group lab at 4.15 in FEB-177. |

| Action Plan | | | |
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| No. | Action Item(s) | **Owner** | **Target Date** |
| 1. | Begin the develop the program | Joe Stead, Nicholas Robinson, Joseph Houlsby | Next meeting |
| 2. | Begin to develop level concepts and supply artwork for the program | Robert Goulding | --- |
| 3. | Draw up time sheet which allows each time member to log effort during the project | Andrew Wood | ASAP |
| 4. | Begin to analyze current market for the game | Christopher Dowson | --- |
| 5. | Write detailed specification of roles for each member | Phillip Tunnicliffe | ASAP |
| 6. | Write up the minutes of meeting | Phillip Tunnicliffe | ASAP |