

Meeting Minutes 1: Board Game Project. Initial Group Meeting

Date: Jun 6, 2025

Time: 16:00-17:00

Location: Discord Voice Call

Minute-Taker: Kylie Wawryk

Before Meeting 1:

Purpose of the Meeting 1:

- Introductions, assign roles, and discuss ideas for the board game

Agenda for Meeting 1:

1.1 Introductions	Members share: Name, Year, Major, Hobby, and why they are taking this course
1.2 Project goals	Establish Objectives, Initial general concept ideas, key theme, and target audience
1.3 Roles/Responsibilities	Establish Group leader, Artist, Rule writer, etc.
1.4 Communication Platform	Agree on platforms for communicating, file sharing, and documenting ideas
1.5 Scheduling	Agree on platform and dates for future meetings (refer to 1.5)
1.6 Tasks	Create tasks, assign them, and set the deadlines
1.7 Next Meeting	Schedule next meeting (date, time, location)

During Meeting 1: (note that the following notes were taken before the meeting and added to after the meeting)

Attendance:

Present:

- Jamal Asmi
- Kylie Wawryk
- James Hoang
- Dami Kim
- Joshua Weekes

1.1 Introductions

Members introduced themselves, sharing their Name, Year, Major, Hobby, and why they are taking this course

- Kylie Wawryk: 2nd year student, Mechatronics Systems Engineering major, hobbies are playing video games, building computers and riding motorcycles, taking this course to meet B-hum and semester credit requirements and is interested in the structure behind games.
- Jamal Asmi: 2nd-year Criminology major. Hobbies include sports and playing various games. Taking this course because of the different theories and concepts, and also B-hum requirements.
- James Hoang: 1st-year student, Computer Science major, hobbies include coding, sports (including e-sports), and video editing, taking this course to fulfill B-hum requirements and is interested in the process of creating a board game.
- Dami Kim: 2nd year in Communications, minor in Business. Likes to play instruments like the guitar and piano, and watching movie recaps. She was looking at the courses offered online this summer, and found this course was available, and it covers interesting topics she had never thought about.
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- Joshua Weekes: 1st year Computing Science major, maybe minor in physics, doesn't know yet. His hobbies are working on cars and playing video games. He's taking this course because he wants to know more about game design, to help him build video games.

1.2 Project goals

The following goals were established: (refer to assignment requirements to fill this out)

- Create a concept idea/write a context for the statement
- Create a game title
- Write a backstory
- Create rules
- Create visual/layout design
- Visual gallery for inspiration
- Create banner
- Create a core statement
- Make trailer
- Decide on 3 game pillars
- Testing phase/playtesting log
- Create flowcharts
- Create cover artwork
- Analysis of the game
- Dynamics, Dilemmas, play session length
- Format all of the above goals according to assignment requirements
- Finish the final product

1.3 Roles/Responsibilities

The following roles, along with their respective responsibilities, were established

- Group leader: Kylie Wawryk

The following roles are not strongly enforced, all group members are required/invited to contribute to all aspects. However, the following members are assigned roles they agreed to focus on based on their experience and qualifications.

- Rule Writer: Jamal Asmi
- Artists (Cover and Board game visual): Kylie Wawryk
- Game Mechanics: James Hoang
- Formatting Final Presentation: Dami Kim
- Group Meeting Secretary: Kylie Wawryk

1.4 Communication Platform

Platforms agreed on:

Discussion: Discord

File sharing:

Outlook Email

Kylie: kaw27@sfu.ca

Jamal: jra136@sfu.ca

James: qmh1@sfu.ca

Dami: Dka143@sfu.ca

Josh: jaw34@sfu.ca

and Google Drive

<https://drive.google.com/drive/folders/1S58dEcmXLkhtpG-wefuz-bjfk3pOqafj?usp=sharing>

Meeting Minutes: This Google Doc, with its respective tabs

Rulebook: Google Doc

Game Mechanics: Google Docs

Final Presentation: Canva or Google Presentation

1.5 Scheduling

Agreed to meet weekly on Fridays up until July 6th from 16:00-17:00

1.6 Tasks (the following tasks do not need to be 100% finished by their due date, but at least SOME content there.)

Task	Assigned To	Deadline
Decide game concept, idea/theme	Everyone	June 11
Start/set up website	James, Dami	June 14
Create banner	Kylie	June 27
Create a core statement	James	June 18
Create Trailer	James	June 21
Summary paragraph for context	Jamal	June 18
Establish 3 game pillars	James	June 18
Backstory creativity	Jamal	June 18
Create a visual gallery	Kylie	June 21
Rule book	Jamal	June 18-21
Group Meeting Logbook/Secretary	Kylie	Ongoing up until July 6th
Playtesting phase	James	June 21-25
Playtesting Log	Josh	June 25
Flowchart	Dani	Ongoing-June 25
Analysis	Jamal	June 25-30
Description of main game dynamics	James	June 21
Description of trade-offs and dilemmas that emerge in gameplay	James	June 21
Description of the length of the play session	James	June 25
Ensure the game meets the criteria of: <ul style="list-style-type: none"> - randomness component - strategy and skill component - some kind of background narrative premise/storyworld 	Kylie/Team	July 2

<p>aspect</p> <ul style="list-style-type: none"> - print-to-play game - Prototype from which a real board game can be produced - Prototype for a digital board game. 		
Format all of the above tasks according to assignment requirements	Everyone with their respective sections/tasks	July 3
Log of contribution (refer to tasks above to see who did what)	Everyone	July 3
Finalize the project and ensure all parts are in order	Everyone with their respective sections/tasks	July 4-5

1.7 Next Meeting

Date: June 13, 2025

Time: 16:00-17:00

Location/Platform: Discord call

Meeting Minutes 2: Board Game Project. Group Meeting

Date: June 23, 2025

Time: 16:00-17:00

Location: Discord Voice Call

Minute-Taker: Kylie Wawryk

Before Meeting 2:

Purpose of the Meeting 2:

- organizing and summarizing who is in charge of what and whether we are all on the same page

Agenda for Meeting 2:

2.1 Checking-in, Concept Refinement	Members share their opinions on the project so far and catch up on their thoughts-Discussions
2.2 Guiding ways	Confirming whether anyone did not understand anything and tried to take everyone on track
2.3 Responsibilities	Sharing any difficulties on each jobs and provide assistantships
2.4 Access of Platforms	File sharing for feedbacks and designing out the recorded/agreed ideas
2.5 Scheduling	Agree on platform and dates for future meetings (refer to 1.5)
2.6 Tasks	Confirming tasks, re-assign them, and set the deadlines
2.7 Next Meeting	Schedule next meeting (date, time, location)

During Meeting 2: (note that the following notes were taken before the meeting and added to after the meeting)

Attendance:

Present:

- Jamal Asmi
- Kylie Wawryk
- James Hoang
- Dami Kim
- Joshua Weekes

2.1 Checking-in, Concept Refinement

- Members shared that each are working on their respective tasks and will continue to use the discord group chat to reach out about questions/inquiries
- Finalized the game theme, setting, core mechanics
- Discussed game genre and what our intended experience was.
- Discussed possible layouts and components
- Further discussion about narrative

2.2 Guiding ways

The following goals were established: (refer to assignment requirements to fill this out)

- Create a concept idea/write a context for the statement
- Create a game title
- Write a backstory
- Create rules
- Create visual/layout design
- Visual gallery for inspiration
- Create banner
- Create a core statement
- Make trailer
- Decide on 3 game pillars
- Testing phase/playtesting log
- Create flowcharts
- Create cover artwork
- Analysis of the game
- Dynamics, Dilemmas, play session length
- Format all of the above goals according to assignment requirements
- Finish the final product

2.3 Responsibilities The following roles, along with their respective responsibilities, were established

- Group leader: Kylie Wawryk

The following roles are not strongly enforced, all group members are required/invited to contribute to all aspects. However, the following members are assigned roles they agreed to focus on based on their experience and qualifications.

- Rule Writer: Jamal Asmi
- Artists (Cover and Board game visual): Kylie Wawryk
- Game Mechanics: James Hoang
- Formatting Final Presentation: Dami Kim
- Group Meeting Secretary: Kylie Wawryk

2.4 Access of Platforms Platforms agreed on:

Discussion: Discord

File sharing:

Outlook Email

Kylie: kaw27@sfu.ca

Jamal: jra136@sfu.ca

James: qmh1@sfu.ca

Dami: Dka143@sfu.ca

Josh: jaw34@sfu.ca

and Google Drive

<https://drive.google.com/drive/folders/1S58dEcmXLkhttpG-wefuz-bjfk3pOqafj?usp=sharing>

Meeting Minutes: This Google Doc, with its respective tabs

Rulebook: Google Doc

Game Mechanics: Google Docs

Final Presentation: Canva or Google Presentation

2.5 Scheduling Agreed to meet weekly on Fridays up until July 4th from 16:00-17:00

2.6 Tasks UPDATE TASKS (the following tasks do not need to be 100% finished by their due date, but at least SOME content there.) - reassigned roles and dates will be written in blue, done and recorded.

Task	Assigned To	Deadline	Completed By:	Deadline
Decide game concept, idea/theme	Everyone	June 11	Everyone	DONE
Start/set up website	James, Dami	June 14	James, Dani	DONE
Create banner	Kylie	June 27	Kylie	DONE
Create a core statement	James	June 18	James, Dani	July 01
Create Trailer	James	June 21	?	July 01
Summary paragraph for context	Jamal	June 18	James, Dani	July 02
Establish 3 game pillars	James	June 18	James	DONE
Backstory creativity	Jamal	June 18	Jamal	July 02
Create a visual gallery	Kylie	June 21	Kylie	July 01

Rule book	Jamal	June 18-21		DONE
Group Meeting Logbook/Secretary	Kylie	Ongoing up until July 6th	Kylie	IN PROGRESS
Play Testing phase	James	June 21-25	James/ Dami	July 02
Playtesting Log	Josh	June 25	James/ Dami	July 03
Flowchart	Dani	Ongoing-June 25	Josh, Jamal	-
Analysis(dont know what to do on)?/	Jamal	June 25-30	Josh, Jamal	July 03
Description of main game dynamics	James	June 21	James	DONE
Description of trade-offs and dilemmas that emerge in gameplay	James	June 21	James	DONE
Description of the length of the play session	James	June 25	James	DONE
Ensure the game meets the criteria of: <ul style="list-style-type: none"> - randomness component - strategy and skill component - some kind of background narrative premise/storyw orld aspect - print-to-play game - Prototype from which a real board game can be produced - Prototype for a 	Kylie/Team	July 2	Kylie	July 4

digital board game.				
Format all of the above tasks according to assignment requirements	Everyone with their respective sections/tasks	July 3	Everyone with their respective sections/tasks	July 4
Log of contribution (refer to tasks above to see who did what)	Everyone	July 3	Kylie	July 4
Finalize the project and ensure all parts are in order	Everyone with their respective sections/tasks	July 4-5	Everyone	July 4

2.7 Next Meeting

Date: July, 04. 2025

Time: 16:00-17:00