

## SAMPLE MEETING LOG

Task	Assigned To	Deadline	Assigned to	Deadline
Decide game concept, idea/theme	Everyone	June 11		DONE
Start/set up website	James, Dami	June 14		DONE
Create banner	Kylie	June 27		DONE
Create a core statement	James	June 18	Josh	July 01
Create Trailer	James	June 21	Josh, Jamal	July 01
Summary paragraph for context	Jamal	June 18	Jamal	July 02
Establish 3 game pillars	James	June 18		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		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		DONE
Description of trade-offs and dilemmas that emerge in gameplay	James	June 21		DONE

Description of the length of the play session	James	June 25		DONE
<p>Ensure the game meets the criteria of:</p> <ul style="list-style-type: none"> <li>- randomness component</li> <li>- strategy and skill component</li> <li>- some kind of background narrative premise/storyworld aspect</li> <li>- print-to-play game</li> <li>- Prototype from which a real board game can be produced</li> <li>- Prototype for a digital board game.</li> </ul>	Kylie/Team	July 2	-	-
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	-	-