

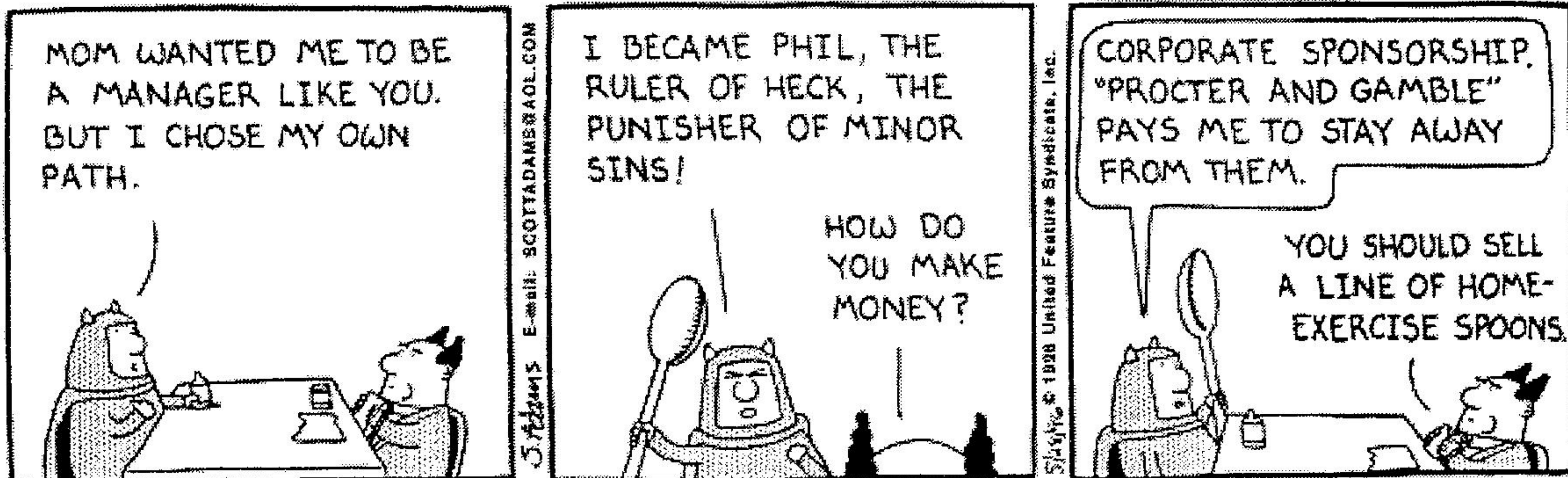
## Wing Commander V Component Leaders Meeting (CLM)

June 7, 1996

### Agenda

- Last week's issues.
- This week's reports.
- Have the translation issues been worked into all schedules?
- Go over how A's & O's will work.
- General discussion.

### Weekly Dilbert



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# Wing Commander V - Status Report

## For the week ending on: June 7, 1996

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### Project Overview

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#### This Week:

- 1) Task list.
- 2) Schedule.
- 3) Much technical, art, and general game design was done.
- 4) More discussions on Multi-player options. JY will be researching this.
- 5) A's & O's planning.

#### Next Week:

- 1) Task list.
- 2) Schedule.
- 3) More design on all fronts.
- 4) Hope to assemble much of TDD (not as much a priority as actual technical design itself).
- 5) We start doing A's & O's. *on game & editors next week*

#### 30 Day Outlook:

- 1) TDD done.
- 2) Schedule finalized.

#### Issues:

- 1) Look forward to a fun filled week of A's & O's. In order for this to be useful, we need to optimize this process and make sure it is fast, easy, and to the point.

#### Possible Roadblocks:

#### Summary:

We are finishing up the technical task list and filling out the TDD nicely. The schedule is starting to come together as well. The big item which concerns the whole group this coming week is A's & O's.

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### Art

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#### Art Director:

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#### This Week:



- 1) I spent time with Sean, Weston and CMD putting together yet another art schedule. One for Maniac and one for WCV. Sean and Weston are now in the process of smashing these together. These are about as detailed as we can get without any script.
- 2) I have also made final arrangements for our last Alias training class for next week.
- 3) Rod and Dean are finishing up Kilrathi Saga art and Pauline is finished with her U9 work. She will now take over the Origin logo animation.

### **Next Week:**

- 1) Alias training. Level III certification.
- 2) Possibly more schedule madness as the fates decree.

### **30 Day Outlook:**

- 1) Maniac and WCV conceptualization should be well underway.

### **Issues:**

### **Possible Roadblocks:**

### **Summary:**

A lot of our art staff will be coming off of helping out other projects and will in turn begin work with CMD on designing Maniac and WCV art. Next week will be our final week of Alias training.

### **Production Designer:**

### **This Week:**

*Worked with Adam and Phil on mission and story design*

- 1) Worked with Adam and Phil on mission and story design
- 2) Worked on documents outline Confed look and feel concepts

### **Next Week:**

- 1) Will work aggressively to get some concrete ship design specs in hand.
- 2) Will (hopefully) finally begin work with core concept design team on initial Confed ship designs

### **30 Day Outlook:**

- 2) Finalize story discussions, have Confed ship design well under way
- 3) Alias training the week of 6/17

### **Issues:**

*Issues*

- 1) The ship design work on the game side seems to be tracking more slowly than I'd anticipated.

### **Possible Roadblocks:**

- 1) Continued delays/indecision/whatever on the game design side.



- 2) Interference of my repeatedly delayed Alias training schedule with game-related work.

### **Summary:**

Concept design is still waiting for input from other areas. While the story work going on is answering questions the conceptual design team will eventually need in the long run, we need at least some solid ship design data to go with by 6/14 so we can start on some serious work. The clock ticks...

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## **Programming**

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### **This Week:**

- 1) Design and initial implementation
- 2) Jason H. working on Kilrathi Saga
- 3) Source Safe questions

### **Next Week:**

- 1) Scheduling
- 2) Consult with Jeff G. about main update loop
- 3) Jason H. working on Kilrathi Saga
- 4) Programming

### **30 Day Outlook:**

- 1) Schedule resolved
- 2) Development in full swing

### **Issues:**

- 1) Possible problems with Source Safe 4.0?

### **Possible Roadblocks:**

### **Summary:**

Jason Hughes has volunteered to help out with the Wing 1 and 2 conversions to Win95 for the Kilrathi Saga project. Systems design for Wing 5 has continued to make progress.

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## **Design**

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### **This Week**

- 1) Mission Design
- 2) Wing 5 Story design w/Chris and Adam
- 3) Attended Maniac story meeting
- 4) Further Web work completed by Maddie



### Next Week

- 1) Mold story, gameflow, ship, and mission design from initial pass on missions

### 30 Day Outlook

- 1) Missions, missions, missions
- 2) Story, story, story
- 3) Lose two thirds of TDAs
- 4) Develop detailed schedule based on mission/story/game design
- 5) Continue as advisory role for Maniac Missions

### Issues:

- 1) Rich returns next week

### Possible Roadblocks:

- 1) Rich returns next week

### Summary:

Mission and story design cruising along.

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## Audio

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### This Week:

- 1) Finished powering up offices, facility upgrade planning/budgeting, other work.

### Next Week:

- 1) meet with construction consultant about temp-bids for buildout.
- 2) meet with equip/design consultant.
- 3) work on Anth., WC4mac, Darkening trailers.

### 30 Day Outlook:

- 1) Lobby for facility support and make plans for ground breaking.
- 2) Iron out budget kinks.

### Issues:

### Possible Roadblocks:

- 1) Upper management's lack of investment in Maverick's higher-than-the-rest production values.

### Summary:



planning, budgeting, lobbying, and making noise.

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## **Movie Production**

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### **This Week**

- 1) **Top Priority:** Writer selected for Wing 5. Explored nature of the deal with EA Business Affairs.
- 2) **Top Priority:** WING 5 Story/Mission foundation: Made good progress with Arc and Wing 5 focus.
- 3) Am looking forward to yield from design from this week and a merge of the two next week. Should net structure and tactical, with woven story concept.
- 4) Prepro Wing 5 and Maniac. Schedule?
- 5) Maniac Story process continues. Maniac team now discussing missions more (meetings have opened up to Phil and myself, more).
- 6) MCA - Matt Webster EAUK. Specific art needs answered. Other services offered, but undetermined by UK.
- 7) MCA- Art: Material sent to BLUR, and outside company that is doing work for MCA. Title font sent out on Thursday.
- 8) Job description and focus: More flesh. Role during and after production being discussed.
- 9) Building contacts for Director, DP's and other essential personnel for Wing 5/Maniac prod. team.
- 10) Did not move as anticipated.

### **Next Week**

- 1) **Top Priority:** Signing writers for Wing 5. Will meet with them in LA, depending on deal status.
- 2) Next order of business: Plans to bring them out and meet with team. (See 30 day outlook)
- 3) **Top Priority:** Net result of Mission/Story for Wing 5. Precursor to writers treatment.
- 4) Building contacts for Director, DP's and other essential personnel.
- 5) Production planning steps up a notch this week.

### **30 Day Outlook:**

- 1) Screenplay writer signed to Wing 5.
- 2) Writers to meet with team and interactive/mission ramp up to be devised and hammered out.
- 3) Screenplay writer/sit signed to Maniac.
- 4) DP (Maniac/WC5) search distilled.
- 5) WC5 Director search distilled.
- 6) Joint production plan and outlook fully defined and clear.

### **Issues:**

- 1) Locking down entire WC5 schedule.
- 2) Maniac/WC5 placement.

### **Possible Roadblocks:**

- 1) Placement of WC 5 and Maniac.
- 2) WC5 Schedule.



### **Summary:**

- 1) Writers search for Maniac and Wing 5 is locking in and closing.
- 2) Sign writers in the coming weeks.
- 3) Preproduction process discussion this week--esp. in relation to co-prod situation between Maniac/WC5.
- 4) Production schedule to be worked on for both Wing 5 and Maniac.
- 5) Story and Mission design for Wing 5 delivers a solid yield to be used by writers by Fri. 6/14

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## **PSX**

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### **This Week:**

- 1) Axel assisted Lion with building Wing 4 Milestone CD.
- 2) Marcus and John finishing assigned tasks before leaving for England.
- 3) Axel began research on details of gameflow system.
- 4) Worked on integrating next version of IX sound system.
- 5) Researched a problem with Source Safe file locking. No solution yet.
- 6) Version of ACE 3D running on PSX - alias model, vertices and flat shade only.

### **Next Week:**

- 1) More task list and schedule manipulation.
- 2) Find work-around for Source Safe file locking issue.
- 3) Review of all mission ideas.

### **30 Day Outlook:**

- 1) Hugh would like to bring Paul's and Jeff's 3D systems to the same point of evolution to be able to run timing tests on the two.
- 2) The method of gameflow implementation should be decided on and documented. 

### **Issues:**

- 1) Need to evaluate stability of VSS in such a large and volatile environment. Having to go back to PVCS would be yucky.

### **Possible Roadblocks:**

- 1) Jeff's other duties have delayed progress on the PSX port of his 3D engine. Hugh is waiting for Jeff's help in fixing a problem with the floating to fixed point conversion.

### **Summary:**

- 1) 3D engine work is progressing nicely. A very basic Alias model can now be displayed on the PSX.
- 2) The mission designers will soon evaluate all proposed mission ideas. At that point, they will have more than enough information to construct a basic story structure (on the mission side).
- 3) With the progression of design and schedule issues, programming will soon be in full production.



Name: \_\_\_\_\_

# Career Assessment and Review Document

Review Date : \_\_\_\_\_

Goals

Objectives

Achievements

Project or Position			
Career			
Personal			

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## Employee Review:

Each employee should be reviewed by their supervisor. The person who supervised their work for the majority of last year is responsible for completing the Performance Review sheet which can be found on the internal web page.

First you should go over Performance Review and discuss any areas of concern or needs for improvement.

You should then go over the persons Career Assessment and identify areas and job which they could work on to advance their career.

Salary is not a portion of this review.

Raises will be effective the 1<sup>st</sup> of July.

- 1) Figure out who is who's supervisor
- 2) Do P.R.O.s + send to supervisor
- 3) Pass out cross-evals
- 4) ~~Send~~ complete forms
- 5) Fill out reviews + ~~talk to employees~~  
TALK TO EMPLOYEES

ALL CLS GET REVIEWED BY MARCH NEXT  
BY MARCH NEXT WEEK



## **REVIEW PROCESS AND TIMELINE**

### **Focal Performance Reviews**

Each year around the April/May time frame, formal reviews are conducted for all employees. The purpose is to insure employees understand where they stand performance wise.

- ☐ Employees summarize personal objectives and accomplishments for the previous year and send it to their supervisor.
- ☐ Supervisors gather additional input from others - customers, peers, next level manager. This can be accomplished through the use of cross evaluation forms, surveys or other means.
- ☐ Supervisors complete the appropriate review forms. Review templates have been developed for most major job categories to maintain consistency between groups. Forms may be revised as required to address unique needs.
- ☐ The Supervisor and employee meet to discuss the performance review.
- ☐ The employee, supervisor and next level manager sign the review form and forward it to HR.

During June, proposals for focal salary increases are developed based on performance review information and competitive factors. After final approvals, supervisors discuss increases with employees. Focal increases are effective the first week of July.

### **A's and O's (Accomplishments and Objectives)**

A's and O's serve several purposes. They help promote ongoing feedback between employees and supervisors to make sure there is agreement on what needs to be done and how well employees are performing. Tracking A's and O's throughout the year makes it easy to prepare for the focal performance review and results in fewer surprises during the review.

A's and O's are also used to track personal development. Objectives can be set with the goal of preparing for another type of position or a promotion.

- ☐ Each quarter, employees should take the initiative to set objectives in line their individual job responsibilities as outlined in their job description. (Objectives can also be set with the goal of preparing for another type of position or a promotion.)
- ☐ At the end of the quarter, the employee and supervisor meet to discuss accomplishments and review new objectives for the upcoming quarter.

Contact your supervisor or HR for sample A's and O's formats.



# Employee Development Responsibilities

Origin hires the best talent in the industry, then it's up to us to take it from there. Because Origin exists on the cutting edge of an ever-changing environment, continual organizational and individual growth are critical.

Our employee development objective is to focus on business goals, measure overall performance, and expand individual contributions and professional growth. The best opportunities for employee development are through performance improvement and the expansion of responsibilities within the current job. These are tracked by way of the A's and O's process and Performance Reviews.

At Origin, employee development is a shared responsibility:

Employee	Supervisor	Human Resources
Take primary responsibility for development and job satisfaction	Act as development coach	Provide information, counseling, and training
Seek realistic information about development needs	Provided honest and realistic feedback	Train supervisors to conduct development discussions
Follow-through and assess progress on development plans	Encourage and support employee's development	Assist supervisors and employees with development issues.