

OOPP Team 29 - Week 2 Meeting

Minutes for February 21, 2023

Present: Tabacaru Alexandru (Chair), Bosch Teun (Minute Taker), Bavec Matej, Grisel Edsard, Herbiet Dorian, Iordan Rares

Agenda

Location: Echo building, DW IR3

Time: 9 - 10:20, 16:00 - 16:45

Agenda-Items

9:00-9:15

Listing important characteristics for teamwork

9:15-10:20

Code of Conduct - discuss, brainstorm and finish uncompleted questions

16:00-16:02

Opening by chair

16:02-16:08

Check In - How is everyone doing?

16:08-16:09

Announcements

16:09-16:12

Approval of the agenda - does anyone have any additions to the agenda?

16:12-16:14

Approval minutes - did everyone read the minutes from the previous meeting? (the code of conduct)

16:14-16:24

Code of conduct- discuss and decide on the values and practices of the team

16:24-16:33

Project- discuss personal frame of reference of each attendee

16:33-16:35

Summary action points- Who, what and when now?

16:35-16:38

Feedback round- What went well in this meeting and how can we improve?

16:38-16:43

Question round- Does anyone have anything to add before the meeting closes?

16:43-16:45

Closure

Next Meeting: Friday, February 24, at 9:00