Taking minutes

Agenda for the team meeting [Project].

Location: DW PC1 cubicle 6
Date: 28-03-2023
Time: 16:45
Attendees: **Chair:** Iordan Rares, **Minute Taker:** Bosch Teun, Bavec Matej, Grisel Edsard, Herbiet Dorian, Tacacaru Alex

Agenda items

Opening by Chairperson
Announcements
The code of conduct has been updated.
Approval of the agenda
The agenda was approved by everyone.
Approve minutes of prior meeting
-
Agenda item 1 – Task Discussion
Everyone talks about the biggest problems they have at the moment and what they are working on. They also give an estimated time for when it's finsihed.
Edsard: No problems, he just has to link server to client and will be done. ET: 29-03
Dorian: Doesn't have any problems and is working on the adaptable design. ET: 30-03
Matej: Doesn't have any problems. He is working on the admin view. ET: 29-03 or 30-03
Alex: Finished the multi-board task and will work on the adaptive design with Dorian. He is also thinking about the product pitch.
Teun: Just finished his tasks, so he doesn't have any task at the moment.

Agenda item 2 – Heuristic Usability Evaluation
The feedback we got on the Heuristic Usability Evaluation was mostly expected by everyone. There is room for improvement, which is manageable. The bigges part we should improve on, are the changes. We need to have some pcitures from before and from after. This will improve it a lot. We will be working on it on Thursday, 30-03, to improve it and finish it.

Agenda item 3 – Product Pitch
We could go to a room with a big screen to make our pitch. We could use the screen for the application and everyone will speak for an even amount of time. We could also use a drone shot, but this shouldn't be to long if we want to use it. We have planned to also do this on the Thursday, 30-03, at the same time we do the HUE.

Summary of action points

Action items	Who is responsible	Deadline
Epic - Tags	*Teun Bosch*	*01-04*
Epic - Customisation	*Edsard Grisel and Rares Iordan*	*03-04*
Epic – Keyboard Shortcuts	*Matej Bavec*	*03-04*
Epic – Password protection	*Alex Tabacaru and Dorian Herbiet*	*03-04*

For every feature we will use an own branch on gitlab. Merges into this will only need 1 reviewer, that's the other person in the team for that specific feature. If they have finished it, they will have to merge it into main and will need 2 reviewers. This should make the reviews for merge requests faster. There shouldn't be a lot of conflicts, because the epics are in different files.

Feedback round
Everyone liked the meeting a lot.
The jelly beans we had were also good. They were a much better deal than last weeks jelly beans.

Any questions?
-
Closing
No minutes