Taking minutes

Agenda for the team meeting [Project].

Location: Drebbelweg PC1 cubicle 6
Date: 21-2-2023
Time: 16:45-17:30
Attendees: Alexandru Tabacaru, Dorian Herbiet, Edsard Grisel, Matej Bavec, Rares Iordan, Teun Bosch

Agenda items

Opening by Chairperson
No minutes.

Announcements
Team name is chosen: Pixel Pioneers.
The code of conduct is finished.

Approval of the agenda
The agenda was fine, everyone agreed about it.

Approve minutes of prior meeting
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[Agenda item 1] – Code of conduct
We discussed what everyone liked and disliked about the code of conduct. Most of us liked most of the code of conduct. The team values, the name of the team and the clearness of the code of conduct were brought up aswell. Some agreed that their opinion could change when we progress further in the project. Our ambition level and the evaluation criteria were disliked by some of us.

[Agenda item 2] – Project

We discussed important aspects of teamwork and came to the conclusion that communication is one of the most important factors if your team will succeed or not. A couple important thoughts were shared:

- Admit making mistakes is important
- Try to be convinced instead of trying to convince
- If you don't agree with something, don't stay quiet about it

Everyone agreed that we should expect this from each other.

We also talked about the continuation of the project and when we should start coding. We came to the conclusion that we should start coding in the beginning of week 3. We also talked about are backlog and that our first draft is finished. Dorian remarked that we should be more precise on certain requirements and that every item in the backlog has to be as precise as possible. Everyone is able to make mocks, we all used application or websites to create mocks for other projects. Our TA also told us that we coul use MUST, SHOULD and COULD for our backlog, it isn't required, but it will be very helpful.

Summary of action points

Action items	Who is responsible	Deadline
Backlog draft	All of us	24-2-2023
CoC submission	All of us	24-2-2023

Feedback round

Give each other space to give and receive feedback (tip and top).
Discuss with your fellow students whether you want to take notes of this or not.

Everyone agreed that the meeting was well structured and that our chair, Alexandru, involved everyone in the meeting.

Any questions?

There were some remarks made by our TA at the end:

- Agenda and notes in a .md file, this will make it all easier (it's not required).
- Coding will be mostly paced by us, but for the documents there are deadlines.

Closing

No minutes