

General information

Date: Monday April 23, 2018

Time: 09:30

Location: WI

Chairman: Wouter

Secretary: Joris

1 Opening

2 Approval of agenda

3 Notes previous meeting

4 Action points

- SCRUM usage
 1. Are we going to use SCRUM?
 2. If so, what will be the sprint length? 1 week?
 3. If so, will we use a sprint board? Trello, GitHub projects?
- Week schedule
 1. Which days are we going to work?
 2. Do we have flexible hours outside of those meeting days?
 3. Are we going to keep track of our hours?
- Research planning
 1. What are we going to research?
 2. Dividing the tasks
 3. Setup of Overleaf/ShareLatex
- Action plan

5 Progress past sprint

6 Planning next sprint

7 Quick round of issues

8 Closing