Agenda for the meeting (with TA) 2023-02-21

Location: Drebbelweg PC 2 back left
Date: 2023-02-21
Time: 16:45-17:30
Chair: Aldas
Minute-taker: Jan
Attendees: Aldas Lenkšas, Aistė Macijauskaitė, Leonardo Marcuzzi, Jan Maris, Rebecca Andrei (Group 79)

Agenda-items

16:45-16:46   **Opening by chair -** greeting, mentioning briefly what will be discussed.

16:46-16:47   **Check-in –** How is everyone doing?

16:47-16:48   **Approval of the agenda -** Does anyone have any additions to the agenda?

16:48-17:10   **Questions for the TA:**
- Is it okay that we are rotating chair and minute taker, but not everyone will get such roles?
- Where to find the team repository in GitLab? Or is it not published yet?
- Do we need to publish the agenda and the minutes for every meeting on GitLab?
- Where to upload the first assignments: Code of Conduct and Backlog? To the GitLab?
- Can we use slides as a mocks in the Backlog?
- Is our Backlog structure okay? (Is it okay to have "basic features" and "advanced features" instead of MUSTs, SHOULDs and COULDs as it was in the example?)

17:10-17:18   **Going through the Code of Conduct**
- Checking everything to see if everyone agrees to everything that is written there.
- Writing new suggestions if needed.

17:18-17:23   **Going through the Backlog**
- Checking everything to see if everyone agrees to everything that is written there.
- Writing new suggestions if needed.

17:23-17:24   **Summary action points –** Who, what, when?

17:24-17:27   **Feedback round -** What went well and what can be improved next time?

17:27-17:29   **Question round -** Does anyone have anything to add before the meeting closes?

17:29-17:30   **Closure -** thanking for coming, reminding anything if needed.