# Agenda for the meeting (with TA) 28.03.2023

Location: Drebbelweg PC 2 back left

Date: 2023-03-21

Time: 16:45-17:30

Chair: Rebecca

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?

16:48-17:00 **Announcements** - TA will present some quick announcements.

17:00-17:05 **Demo Showcase**

* Showcase demo application.
* Talk about what we’ve added to it since last week.
* Ask for any quick feedback about it.

17:05-17:28 **Questions for the TA / Discussion:**

* Discussion of the Technology Formative Feedback
* Feedback on the draft of the Heuristic Usability Evaluation. Ask overall opinion about it and talk about our grade for each section, as well as asking for suggestions on what could be improved.
* Is the prototyping part of the evaluation (the video we uploaded) in the right format? Should it have been a PowerPoint Presentation or a paper sketch, etc.?
* Was the video sufficient to properly illustrate our application or should other actions have been added to it, such as running two clients at the same time, etc.?
* Did the report part follow the ACM formatting template entirely, or should we have added an Abstract and a References section as well?
* Should we have approached / formulated the other sections differently? For example, in 2.2. Procedure should we have just mentioned that we used Jakob Nielsen’s heuristic principles instead of enumerating all ten of them? Or in the Results section, should we not have explicitly mentioned each remark the evaluators made, and instead talked in more general terms (i.e., saying “non-responsive design” instead of quoting the evaluators when they claimed “the buttons do not feel like buttons”)?
* After reading the feedback we received from the other team, are the modifications we have added to the prototype to make up for it up to standard?
* Does anyone have any additional questions about it?
* Product Pitch (draft)
* Can you give us some pointers as to how the Product Pitch should look like?
* Other questions?
* Teamwork Self-Reflection draft
* Again, some pointers would be appreciated.
* Our plan for next week
  + Are we on track? How is our pace of work compared to other groups, or to what is expected? What can we do to improve this?
  + What issues is everyone picking up this week? What is our “deadline” for these?

17:28-17:29 **Summary action points** – Quick summary of what we talked about during the meeting. Did everyone understand the discussed points?

17:29-17:32 **Feedback round -** What went well and what can be improved next time?

17:32-17:34 **Question round -** Does anyone have anything to add before the meeting closes?

17:34-17:35 **Closure** - Thanking for coming, reminding anything if needed.