



# Agenda 21.02

## Information

Location: Drebbelweg PC1  
Datum: 21.02  
Time: 14.15 - 15.50  
Attendees: M. Rodic, N. Vasilyev, R. Knyazhitskiy, R. Buse, D. Popovici, H. Betmezoglu  
Supervisor: Maria Mihai

## Activities

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|-----------------|--|
| [14.15 - 14.18] | <b>Opening by chair</b>  |
| [14.18 - 14.22] | <b>Check-in</b>  |
| [14.22 - 14.25] | <b>Announcements</b>   |
| [14.25 - 14.40] | <b>Approval of the agenda</b> - Does anyone have any additions to the agenda?  |
| [14.40 - 14.45] | <b>Assessment of the meetings</b> - Read and analyze the assessment from the supervisor from the last meeting.   |
| [14.45 - 15.00] | <b>[Chair and minute-taker] – [Distribute and understand roles]</b><br><i>Figure out what Chair and Minute-Taker should do.<br/>Distribute roles for the upcoming weeks.</i> |
| [15.00 - 15.30] | <b>[Backlog] – [Writing the draft, contemplating the structure]</b><br><i>Informing about the deadline, discussing the assignment in general.<br/>Asking questions.</i>      |
| [15.30 - 15.35] | <b>[Code of Conduct] – [Wrapping up code of conduct]</b><br><i>Deciding whether Code of Conduct is ready.</i>  |
| [15.35 - 15.40] | <b>Summary</b> – What should be done before the next meeting.  |
| [15.40 - 15.45] | <b>Feedback round</b> - What went well and what can be improved next time?   |
| [15.45 - 15.50] | <b>Question round</b> - Does anyone have anything to add before the meeting closes?  |
| [15.50 - 15.55] | <b>Closure</b>   |