

Agenda



Agenda: Week-4 Meeting

Location: Drebbelweg PC1, Cubicle 3
Datum: 7/3/2023
Time: 14:45 – 15:30
Attendees: Daniel Popovici (Chair), Mate Rodić (Minute-taker), Roman Knyazhitskiy, Robert Buşe, Halil Betmezoğlu
Supervisor: Maria Mihai

Agenda-items

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| 14:45-14:46 | Opening by chair |
| 14:46-14:47 | Check-in – How is everyone doing? |
| 14:47-14:50 | Announcements – What has been accomplished since the last meeting. |
| 14:50-14:55 | Questions for TA - Feedback on last assignment, the official backlog, guidance on buddy-check. |
| 14:55-15:00 | Present the state of the project. |
| 15:00-15:10 | Division of tasks – Divide the tasks among the team members.
<i>Present the task division (might change based on the official backlog).
Make any necessary changes based on team demands.</i> |
| 15:10-15:20 | A meaningful MR– Deadline for finishing the tasks.
<i>Remind the importance of the deadline – working functionality before Friday is necessary.
Consult team on their expectations and come up with solutions to their problems.</i> |
| 15:20-15:22 | Summary action points – Recap tasks – Schedule extra meeting |
| 15:22-15:25 | Feedback round - What went well and what can be improved next time? |
| 15:25-15:28 | Question round - Does anyone have anything to add before the meeting closes? |
| 15:28-15:30 | Closure |