



# Agenda Template

## Agenda: Week 7 Meeting

Location: Drebbelweg PC1, Cubicle 3  
Datum: 28/3/2023  
Time: 14:45 – 15:30  
Attendees: Robert Buşe (Chair), Roman Knyazhitskiy (Minute-Taker), Halil Betmezoğlu, Daniel Popovici, Mate Rodić  
Supervisor: Maria Mihai

## Agenda-items

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|-------------|--|
| 14:45-14:46 | <b>Opening by chair</b>  |
| 14:46-14:48 | <b>Check-in</b> – How is everyone doing?   |
| 14:48-14:50 | <b>Announcements</b> – What progress has been made since the last meeting?   |
| 14:50-14:55 | <b>Present the current state of the project to the TA.</b>   |
| 14:55-15:00 | <b>Questions for the TA</b> – Questions regarding our progress, previous feedback, and other questions.  |
| 15:00-15:05 | <b>Advanced requirements – Check what else needs to be done</b><br>Check the progress of what has been done until now.<br>Consult members on what features to prioritise so that they can be finished as soon as possible.<br>Split tasks between members. |
| 15:05-15:12 | <b>Teamwork Self-Reflection (Draft)</b> – Deadline this Friday.<br>Get information on how the process will take place from the TA.   |
| 15:12-15:19 | <b>Video (Draft)</b> – Deadline this Friday.<br>Get information on how the process will take place from the TA.  |
| 15:19-15:22 | <b>Summary action points and next meeting</b> – Brief summary on what has been discussed and schedule an extra meeting.  |
| 15:22-15:24 | <b>Feedback round</b> - What went well and what can be improved next time?   |
| 15:24-15:28 | <b>Question round</b> - Does anyone have anything to add before the meeting closes?  |
| 15:28-15:30 | <b>Closure</b>   |