



Agenda - TA meeting

Location: DW PC1 Cubicle 5
Datum: 21st of March 2023
Time: 3:45 PM - 4:30 PM
Attendees: Neel Lodha (Chair), Radu Serban (Minute taker), Filip Čajági, Bogdan Paramon, Suruo Zhang, Vasil Chirov

Agenda-items

15:45	Opening by chair
15:45 - 15:50	Check-in – How is everyone doing?
15:50	Announcements
15:50 - 15:55	Approval of the agenda - Does anyone have any additions to the agenda?
15:55 - 16:00	Approval minutes - Did everyone read the minutes from the previous meeting?
16:00 - 16:05	Discussion on Heuristic Usability Evaluation - Deciding which team to work with and how.
16:05 - 16:15	Distribution of tasks for additional features - What additional features should we add in our app and decide their deadlines and who will do it.
16:15 - 16:20	Summary action points – Who, what, when?
16:20 - 16:25	Feedback round - What went well and what can be improved next time?
16:25 - 16:30	Question round - Does anyone have anything to add before the meeting closes?
16:30	Closure