



Agenda Template

Agenda [Meeting name]

Location: DW PC1 Cubicle 5
Datum: 6th of April 2023
Time: 2:45 PM – 3:10 PM
Attendees: Neel Lodha, Radu Serban, Filip Čajági, Bogdan Paramon, Suruo Zhang (Minute Taker), Vasil Chirov (Chair)

Agenda-items

14:45	Opening by chair
14:45	Check-in – How is everyone doing?
14:45	Announcements
14:45	Approval of the agenda - Does anyone have any additions to the agenda?
14:45 – 14:46	Approval minutes - Did everyone read the minutes from the previous meeting?
14:46 – 14:50	Feedback on task and planning <i>What feedback can we get on task and planning?</i>
14:50 – 14:55	Feedback on technology <i>What feedback can we get on technology?</i>
14:55 – 15:00	Feedback on testing <i>What feedback can we get on testing?</i>
15:00 – 15:05	Summary action points – Who, what, when?
15:05 – 15:10	Question round - Does anyone have anything to add before the meeting closes?
15:10	Closure