



# 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         | <b>Opening by chair</b>   |
| 14:45         | <b>Check-in</b> – How is everyone doing?  |
| 14:45         | <b>Announcements</b>  |
| 14:45         | <b>Approval of the agenda</b> - Does anyone have any additions to the agenda?   |
| 14:45 – 14:46 | <b>Approval minutes</b> - Did everyone read the minutes from the previous meeting?  |
| 14:46 – 14:50 | <b>Feedback on task and planning</b><br><i>What feedback can we get on task and planning?</i>   |
| 14:50 – 14:55 | <b>Feedback on technology</b><br><i>What feedback can we get on technology?</i>   |
| 14:55 – 15:00 | <b>Feedback on testing</b><br><i>What feedback can we get on testing?</i>   |
| 15:00 – 15:01 | <b>Summary action points</b> – Who, what, when?   |
| 15:01 – 15:10 | <b>Question round</b> - Does anyone have anything to add before the meeting closes? <ul style="list-style-type: none"><li>- How are grades converted from formative to final grade?</li><li>- What will happen during week 9 meeting?</li><li>- How will the final grade for implementation features be graded.</li></ul> |
| 15:10         | <b>Closure</b>  |