



Agenda Template

Agenda [Meeting name]

Location: DW PC1 Cubicle 5
Datum: 4th 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 – 15:01 | Summary action points – Who, what, when? |
| 15:01 – 15:10 | Question round - Does anyone have anything to add before the meeting closes? <ul style="list-style-type: none">- How are grades converted from formative to final grade?- What will happen during week 9 meeting?- How will the final grade for implementation features be graded. |
| 15:10 | Closure |

Taking minutes

Agenda for the team meeting [Project].

Location: DW PC1 cubicle 5

Date: 4th April

Time: 2:45 PM to 3:10 PM

Attendees: Neel Lodha , Radu Serban, Filip Čajági, Bogdan Paramon Suruo
Zhang(Minute taker), Vasil Chirov(Chair)

Agenda items

Opening by Chairperson

No minutes.

Announcements

Approval of the agenda

(Does anyone have any additions to the agenda? what is missing that you would like to discuss?)

Discussion about feedback (in the end)

Approve minutes of prior meeting

Everyone approves the minutes

[Agenda item 1] - [Feedback on task and planning].

Use the time spent on each feature on the MR and issues.

Add deadline on issues.

Have more description on issues.

[Agenda item 2] - [Feedback on technology].

Highlight more features in the product pitch using the backlog.

Storyline in the product is good

[Agenda item 3] - [Feedback on testing].

Don't destroy Dependent injection during test.

Add description when changing checkstyle in MR

Summary of action points

Give an overview of the division of tasks. What is expected from whom and when? Make an action list.

Action items	Who is responsible	Deadline
Heuristic evaluation,	Everyone	11th April
Product pitch	Everyone	11th April
Upload minute agenda on gitlab	Suruo Zhang	7th April

Feedback round

Give each other space to give and receive feedback (tip and top).

Discuss with your fellow students whether you want to take notes of this or not.

Any questions?

Minute agenda to be added to the chair agenda and updated accordingly

Friday lecture, about SCRUM. SCRUM is not necessary, but should be used.

Closing

No minutes

