

Minutes of: Title meeting

Moderation Name chair

Minutes taker Name minute taker

Those present Names of attendees

Absent (excused) None

Location of the meeting Room number/location

Date 03-06-2023 09:00–10:00

Overview of topics

1	Announcements	2
2	Approval of agenda	2
3	Approve previous minutes	2
4	Previous Tasks	2
5	Topic 1	2
6	Topic 2	2
7	Remaining discussion points	2
8	Final question round	2
9	Next Meeting	2
10	List of Tasks	3
11	Closing the meeting	3

1 Announcements

Supervisor needs to leave 10 minutes earlier due to a conference.

2 Approval of agenda

No comments

3 Approve previous minutes

The previous minutes are approved, no comments

4 Previous Tasks

- Everyone: last week,
read the literature provided for the project, ✓
- Student X: today,
bring cake to make a meeting nicer, ✗(forgot)

Task (next meeting): Bring cake to the meeting (Student X)

5 Topic 1

Some notes on the meeting ...

Task (before the next meeting): The data needs to be downloaded and merged into a single csv file (Student X). Some more notes ...

Task (7-06-2023): Create a github page and invite collaborators (Student Y). And possibly more notes ...

6 Topic 2

7 Remaining discussion points

8 Final question round

9 Next Meeting

The next meeting will be on Friday 5th of June between 13:00-14:00 in C2.211. Student X, is absent do to hospital appointment

10 List of Tasks

Student X	↔ next meeting	
	Bring cake to the meeting (03-06-2023)	2
Student X	↔ before the next meeting	
	The data needs to be downloaded and merged into a single csv file (03-06-2023)	2
Student Y	↔ 7-06-2023	
	Create a github page and invite collaborators (03-06-2023)	2

11 Closing the meeting

The chair closes the meeting at 13:37