Agenda Template

**Agenda Week 3 Meeting**

Location: Drebbelweg PC-hall 2

Datum: 28.02.2023

Time: 13:45 – 14:30

Attendees: Alexandru Fazakas, Antonio Lupu, Daniel Rachev, Konstantin Kamenov,

Una Jacimovic, Rūta Giedrytė

Chair: Konstantin Kamenov

Minute-taker: Daniel Rachev

Main topic: Project implementation

**Agenda-items**

13:45 **Opening by chair**

13:45 – 13:48 **Check-in –** How is everyone doing?

13:48 – 13:50 **Approval of the agenda -** Does anyone have any additions to the agenda?

13:50 – 13:52 **Approval minutes -** Did everyone read the minutes from the previous meeting?

13:52 – 13:57 **Gitlab –** Check how everyone is doing with gitlab, does anyone have questions, further discussing how we are going to use it for the project  
 (discuss)

13:57 – 14:02  **Backlog –** Discuss the feedback we got on the backlog draft and what to do to improve it

*(discuss / brainstorm)*

14:02 – 14:20  **Project implementation –** Discuss how we would turn the backlog/user stories into programmable features and assigning some of the newly created tasks to team members

*(brainstorm/ decision making/ discuss)*

14:20 – 14:25 **Summary** **action points** – Who, what, when?

14:25 – 14:27 **Feedback round –** What went well and what can be improved next time?

14:27 – 14:30  **Question round –** Does anyone have anything to add before the meeting closes?

14:30 **Closure**