**Agenda Week 2 Meeting**

Location: Drebbleweg PC2 back right

Date: 21.02.2023

Time: 13:45

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

Una Jacimovic, Rūta Giedrytė

Chair: Alexandru Fazakas

Minute-taker: Rūta Giedrytė

Main topic: Code of Conduct

**Agenda-items**

13:45-13:47 **Opening by chair**

13:47-13:50 **Check-in –** Nobody had any problems to raise and were ready to work.

13:50-13:51 **Approval of the agenda –** Agenda was approved. A suggestion was made to decide on the method to choose the next minute-taker and chair at the end of the meeting.

13:51 - 14:20 **Code of conduct – agreeing upon and writing the code of conduct**

*(brainstorm/discuss).* The template was filled in by consensus. It was aggreed that the chair and minute taker will be chosen randomly from the people that did not have the role yet.

14:20-14:22 **Feedback round –** It was aggreed, that everyone contributed, consensus was easy to reach, intentions were aligned and everyone was ready to work, everyone was punctual – the team decided that it is doing good so far.

14:22-14:24  **Question round -** The next chairman was chosen – Konstantin, and the next minute-taker – Daniel. Konstantin and Daniel should prepare for their roles until the next meeting (2023-02-28). Konstantin should upload the agenda before the next meeting. Rūta should upload the minutes when the repository is available.

14:24-14:25 **Closure**