Agenda Template

**Agenda Week 7 meeting**

Location: Drebbelweg PC-hall 2

Datum: 28.03.2023

Time: 13:45 – 14:30

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

Una Jacimovic, Rūta Giedrytė

Chair: Daniel Rachev

Minute-taker: Konstantin Kamenov

Main topic: Product Pitch (Draft)

**Agenda-items**

13:45 **Opening by chair**

13:45 – 13:46 **Check-in –** How is everyone doing?

13:46 – 13:47 **Approval of the agenda -** Does anyone have any additions to the agenda?

13:47 – 13:48 **Approval minutes -** Did everyone read the minutes from the previous meeting?

13:48 – 13:58 **Discuss individual progress** *(Inform / Discuss) –* How is everyone doing with tasks? Has anyone experienced difficulties – if so, how were they solved? How much time did everyone spend working?

13:58 – 14:03  **Discuss card details synchronization** *(Discuss)*

14:03 – 14:13  **Discuss Product Pitch (Draft) assignment** *(Brainstorm / Decision making / Discuss) –* Quickly look over the assignment description. Discuss how the team should approach the task.

14:13 – 14:18 **Summary** **action points** – Who, what, when?

14:18 – 14:20 **Feedback round -** What went well and what can be improved next time?

14:20 – 14:23  **Question round -** Does anyone have anything to add before the meeting closes?

14:23 – 14:25  **Heuristic Usability Evaluation (Draft) Feedback**

14:25 – 14:30  **Demo presentation** *(Inform)* **–** Show the team’s progress on the application to the TA.

14:30 **Closure**