Agenda Template

**Agenda Week 8 meeting**

Location: Drebbelweg IZ1

Datum: 04.04.2023

Time: 13:45 – 14:30

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

Una Jacimovic, Rūta Giedrytė

Chair: Antonio Lupu

Minute-taker: Rūta Giedrytė

Main topic: Pitch Product & Q&A session

**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 – 14:00**Discuss Product Pitch Assignment** *(Brainstorm / Decision making / Discuss) –* Reassign the topics that each member needs to film.

14:00 – 14:25 **Q&A / Feedback Session**

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

14:30 **Closure**