Agenda Template

**Agenda Week 4 Meeting**

Location: Drebbelweg PC-hall 2

Datum: 07.03.2023

Time: 13:45 – 14:30

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

Una Jacimovic, Rūta Giedrytė

Chair: Una Jacimovic

Minute-taker: Antonio Lupu

Main topic: Overall progress and coding tasks

**Agenda-items**

13:45 **Opening by chair**

13:45 – 13:47 **Check-in –** How is everyone doing?

13:47 – 13:49 **Approval of the agenda -** Does anyone have any additions to the agenda?

13:49 – 13:50 **Approval minutes -** Did everyone read the minutes from the previous meeting?

13:50 – 13:52 **Gitlab** – check if everyone made a branch for their codding task

13:52 – 13:57 **Coding tasks** – check how everyone is doing with their coding task. State if there any problems encountered or there are tasks that we underestimated?

13:57 – 14:08 **Obstacles/Problems** – discuss difficulties encountered and check if any team member needs companion on their task

14:08 - 14:18 **Further work** – confirm the deadlines for the task and make sure everyone will have a MR untill Friday. Discuss on splitting the future tasks

14:18 – 14:22 **Summary** **action points** – Who, what, when?

14:22 – 14:25 **Feedback round –** What went well and what can be improved next time?

14:25 – 14:27  **Question round –** Does anyone have anything to add before the meeting closes?

14:27 – 14:29  **Demo time –** Show to the TA the work we have done so far

14:30 **Closure**