Agenda Template

**Agenda Week 6 Meeting**

Location: Drebbelweg PC-hall 2

Datum: 21.03.2023

Time: 13:45 – 14:30

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

Una Jacimovic, Rūta Giedrytė

Chair: Rūta Giedrytė

Minute-taker: Alexandru Fazakas

Main topic: Proggress evaluation and upcoming plans

**Agenda-items**

13:45 **Opening by chair**

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

13:47 – 13:48 **Approval of the agenda -** Does anyone have any additions to the agenda?

13:48 – 13:49 **Approval minutes -** Did everyone read the minutes from the previous meeting?

13:49 – 13:55 **Accumulated questions for the TA** – clarifying the concept of oral examination + registration. Asking for tips on splitting front- and backend, about non-existing servers. Additional questions can also be raised.

13:55 – 14:05 **Individual updates by team members** *(inform)* – a check how members are doing with their tasks (multiboard/testing). Presenting potential issues or overlaps, regaining an overall view of the team’s progress.

14:05 - 14:10 **Optimizing the teamwork** *(discuss/decision making)* – if issues were raised, they are discussed and solved or the team makes plans when to do it. Otherwise, next steps in the backlog can be shortly examined.

14:10 - 14:20 **Discussing heuristic evaluation task** *(brainstorm/discuss)* – looking into the heuristic evaluation task, examining the requirements, planning action items, assigning responsibilities.

14:20 – 14:22 **Summary** **action points** – Who, what, when?

14:22 – 14:24 **Feedback round –** What went well and what can be improved next time?

14:24 – 14:27  **Question round –** Does anyone have anything to add before the meeting closes?

14:27 – 14:30  **Demo time –** Show to the TA the work we have done so far

14:30 **Closure**