Agenda Template

**Agenda Week 3 Meeting**

Location: Drebbelweg PC-hall 2

Datum: 28.02.2023

Time: 13:45 – 14:30

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

Una Jacimovic, Rūta Giedrytė

Chair: Konstantin Kamenov

Minute-taker: Daniel Rachev

Main topic: Project implementation

**Agenda-items**

13:45 – 13:45 **Opening by chair.**

13:45 – 13:47 **Check-in –** All team members are doing well, there are no complaints.

13:47 – 13:49 **Approval of the agenda -** Konstantin added that before the discussion regarding the Backlog the team could also go over the feedback on the Code of Conduct. The rest of the agenda was approved, and the meeting continued.

13:49 – 13:50 **Approval minutes –** All team members had read the minutes from the previous meeting and no issues were raised.

13:50 – 13:57 **Gitlab –** Currently, the team has not experienced any problems with GitLab. Questions regarding the Git Assignment and code reviews were asked.

Focus points:

* The Git Assignment is graded as a pass or fail.
* After finishing a feature, it is sufficient for 2 people to review the merge request.
* People should not approve their own merge requests and be diligent in doing the code reviews, as they will be graded.
* Everyone should perform a pull before starting to make commits.

13: 57– 14:01 **Code of Conduct –** The Code of Conduct is graded as a pass or fail – the team can change the document throughout the duration of the course. Finally, the team should employ the teaching assistant’s feedback on the Code of Conduct and improve it accordingly.

14:01 – 14:05 **Backlog –** Main points of the feedback: document format and Epics. The main issue with the submitted Backlog was the format of the document. The team should split the Basic and Advanced requirements of the project into Epics, User stories and acceptance criteria. Epics (which are equivalent to a feature by themselves, the project should contain around 6-8) should have a description and potentially a mock-up. The team should investigate the admin features of the project.

14:05 – 14:20 **Project implementation –** The team can make an overview of the required classes which will be used to implement the project. Premature abstraction of the project: Client, Server, Commons – Board, Lists, Cards. The team decided to discuss a schema for the database / try to create a quick mock-up.

14:20 – 14:24 **Summary** **action points**

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| **Action items** | **Who is responsible** | **Deadline** |
| Learning how to connect Java classes with the project database | All team members | 03.03.2023 |
| Improving the Code of Conduct and the Backlog | All team members | 03.03.2023 |
| Watching the Friday self-study in advance | All team members | 03.03.2023 |

14:24 – 14:25 **Feedback round –** The team decided the meeting went well and there are no improvements needed at this time.

14:25 – 14:27  **Question round –** The teaching assistant was asked by Rūta how the team should improve in accordance with the feeback it was given.

14:27 – 14:28  **Closure**