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?

**Change to the meeting agenda – The team checked the new backlog as well, after the Teaching**

**Assistant checked our progress with the project demo.**

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

Everyone made a branch for their coding task.

The team decided to use Issues to be more descriptive about the work they’re currently

doing (Adding checkboxes as well so everyone can see your progress).

The team can group Issues into Milestones, which will be made after the meeting.

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?

The team encountered minor obstacles and errors that were solved by the help of other team

members. The team decided to search information on a recurring problem which would be testing.

**Konstantin encountered another major problem**: because of the 1-many many-1 mappings, you

end up in an infinite loop. The team decided to find a solution for this problem after the meeting.

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

Everyone is on track.

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

The team asked the Teaching Assistant what would be considered a meaningful merge request: A

meaningful merge request would mean that you wrote a significant bit of code, other than normal

template stuff.

The team should have checklists with deadlines so everyone can have clear targets in mind.

In regards to testing, the team decided to broadly test the application, to not spend too much time

on it, for now. The app should be tested properly, but it shouldn’t be the main objective.

The team decided on some minor tasks to be done in the following days:

* adding 10 checkstyle rules
* renaming classes and methods where necessary
* looking at the code that should be merged, to make sure that everyone has good merge requests until Friday.

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?

No comments

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

The team asked the teaching assistant if finishing the project early has any drawbacks. The

teaching assistant responded that it should not have any drawbacks and the team shouldn’t be

punished for finishing early.

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

The teaching assistant considers the team to be on track.

14:30 **Closure**