Agenda Template

**Agenda Week 7 meeting**

Location: Drebbelweg PC-hall 2

Datum: 28.03.2023

Time: 13:45 – 14:30

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

Una Jacimovic, Rūta Giedrytė

Chair: Daniel Rachev

Minute-taker: Konstantin Kamenov

Main topic: Product Pitch (Draft)

**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 – 13:58 **Discuss individual progress** *(Inform / Discuss) –* How is everyone doing with tasks? Has anyone experienced difficulties – if so, how were they solved? How much time did everyone spend working?

Daniel – Editing subtasks took a little more time than anticipated, in the end managed to get things

working

Sandi – A lot of work put into making sockets work, also did some refactoring

Una – Quickly managed to do her task for the week, is still resolving drag and drop bugs

Antonio – Added endpoints, didn’t encounter major problems, excpet some inconsistent mappings

Ruta – Tags, many-to-many causes some problems, we will discuss together and try to solve them

Konstantin – Made the scene cahnges, will have to rename some files to resolve conflicts

Overall the sprint was almost covered, just a little bugs and conflicts have to be resolved.

13:58 – 14:03  **Discuss card details synchronization** *(Discuss)*

We got confirmation that card/description doesn’t have to be ‘google docs’ style of synchronized

Sandi offered to show us his update of the editing interface and we agreed to look into it and

discuss the changes.

14:03 – 14:13  **Discuss Product Pitch (Draft) assignment** *(Brainstorm / Decision making / Discuss) –* Quickly look over the assignment description. Discuss how the team should approach the task.

The team went over how the pitch should look as covered on the OOPP website. We agreed to go

into a project room in order to discuss how we would show the features, make some script. An

important note that came up was that when going from draft to final pitch our product would be

improved, so that will take more time to show (longer video).

We would list the topics/features and then try to group them and dedicate them to team

members.

Only general feature information. Include special ones.

14:13 – 14:18 **Summary** **action points** – Who, what, when?

We only agreed on meeting immediately after our TA slot and discussing further steps there.

**! IMPORTANT –** We should introduce long polling

We have 10 days left.

14:18 – 14:20 **Feedback round -** What went well and what can be improved next time?

14:20 – 14:23  **Question round -** Does anyone have anything to add before the meeting closes?

14:23 – 14:25  **Heuristic Usability Evaluation (Draft) Feedback**

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

Fix format

Add images/directions/transitions

Remove conference stuff

Add instructions for the experts

14:30 **Closure**

Good closure.