



# Agenda Template

## Agenda for the 3<sup>rd</sup> Team Meeting

Location: DW PC1 cubicle 5  
Datum: 28 Feb 2023  
Time: 14:45 – 15:30  
Attendees: Berzins Matiss, da Rocha Frota Fokkens Michael, Dragutoiu Vlad, Gazeel Mikolaj, Micu Bogdan, Sebastian Madeline  
Chair: Bogdan Micu  
Minute Taker: Michael Frota Fokkens

## Agenda-items

14:45 – 14:47	<b>Opening by chair</b>
14:47 – 14:50	<b>Check-in</b> – How is everyone doing?
14:50 – 14:52	<b>Announcements</b>
14:52 – 14:53	<b>Approval of the agenda</b> - Does anyone have any additions to the agenda?
14:53 – 14:54	<b>Approval minutes</b> - Did everyone read the minutes from the previous meeting?
14:54 – 15:00	<b>Review the final version of the backlog and the mocks based on the tasks we relayed on Sunday</b>
15:00 – 15:15	<b>Discuss on how to start the implementation part of the project (tools/knowledge needed + TA questions on the best practice/advice)</b>
15:15 – 15:20	<b>Set up the next meeting and assign tasks based on the discussion</b>
15:20 – 15:25	<b>Summary action points</b> – Who, what, when?
15:25 – 15:28	<b>Feedback round</b> - What went well and what can be improved next time?
15:28 – 15:29	<b>Question round</b> - Does anyone have anything to add before the meeting closes?
15:29 – 15:30	<b>Closure</b>