



Agenda Template

Agenda for the 2nd Mandatory Lab Meeting

Location: DW PC1 Cubicle 5
Datum: 21 Feb 2023
Time: 14:30 – 15:15
Attendees: Berzins Matiss, da Rocha Frota Fokkens Michael, Dragutoiu Vlad, Gazeel Makolaj, Micu Bogdan, Sebastian Madeline

Agenda-items

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| 14:30 – 14:32 | Opening by chair |
| 14:32 – 14:35 | Check-in – How is everyone doing? |
| 14:35 – 14:37 | Announcements |
| 14:37 – 14:40 | Approval of the agenda - Does anyone have any additions to the agenda? |
| 14:40 – 14:41 | Approval minutes - Did everyone read the minutes from the previous meeting? |
| 14:41 – 14:55 | Code of Conduct final review – Last modifications / additions + final discussion -> agreeing upon the Code of Conduct. 1) [14:41 – 14:52] <i>Read the draft again, go through all the points and give your opinion on the matter. Brainstorm new modifications / additions if necessary.</i> 2) [14:52 – 14:55] <i>Give your final thoughts on the Code of Conduct and agree upon respecting the stated values and expectations.</i> |
| 14:55 – 15:00 | Backlog Draft – Discuss the terminology, clarify the requirements and the objective of this task 1) <i>Understand what a backlog is and discuss the way the team is going to approach this task.</i> 2) <i>Discuss with the student assistant about it (no information available on the project's website at the moment this agenda was written).</i> |
| 15:00 – 15:05 | Future tasks – Discuss with the TA 1) <i>Get to know more about how this course is organized and prepare in advance for future tasks.</i> 2) <i>Set some priorities regarding the new material we have to study (either technical or non-technical).</i> |



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| 15:05 – 15:07 | Summary action points – Who, what, when? |
| 15:07 – 15:09 | Feedback round - What went well and what can be improved next time? |
| 15:09 – 15:14 | Question round - Does anyone have anything to add before the meeting closes? |
| 15:14 – 15:15 | Closure |