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 (Minute-taker), da Rocha Frota Fokkens Michael, Dragutoiu Vlad (Chair), Gazeel Makolaj, Micu Bogdan, Sebastian Madeline

Agenda-items

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] Read the draft again, go through all the points and give your opinion on the matter. Brainstorm new modifications / additions if necessary.
2) [14:52 – 14:55] Give your final thoughts on the Code of Conduct and agree upon respecting the stated values and expectations.

14:55 – 15:00   **Backlog Draft – Discuss the terminology, clarify the requirements and the objective of this task**

1) Understand what a backlog is and discuss the way the team is going to approach this task.

2) Discuss with the student assistant about it (no information available on the project's website at the moment this agenda was written).

15:00 – 15:05   **Future tasks – Discuss with the TA**
1) Get to know more about how this course is organized and prepare in advance for future tasks.

2) Set some priorities regarding the new material we have to study (either technical or non-technical).

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**