Taking minutes

**Agenda for the team meeting [Project].**

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| --- | --- |
| Location: | TU Delft |
| Date: | 28/02/2023 |
| Time: | 14:45 – 15:30 |
| Attendees: | Berzins Matiss, da Rocha Frota Fokkens Michael, Dragutoiu Vlad, Gazeel Mikolaj, Micu Bogdan, Sebastian Madeline |

**Agenda items**

**Opening by Chairperson** *No minutes.*

**Announcements**

**Approval of the agenda**

*Nothing to add*

**Approve minutes of prior meeting**

**[Agenda item 1] – Review the final version of the backlog.**

Reviewed feedback on git

Submission was done incorrectly

**[Agenda item 2] – Discuss on how to start the implementation part of the project (tools/knowledge needed + TA questions on the best practice/advice)**

Issues are mostly found during coding

Merge request after each feature, not each commit

On GitLab we can start grading submissions

-Don’t approve your own merge request

**Summary of action points**

*Give an overview of the division of tasks. What is expected from whom and when? Make an action list.*

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| --- | --- | --- |
| Action items | Who is responsible | Deadline |
| *Update Code of Conduct* | *Everyone* | *03/03/23* |
| *Update Backlog* | *Everyone* | *03/03/23* |
|  |  |  |
|  |  |  |

**Feedback round**

*(Feedback round was ignored)*

**Any questions?**

*No questions*

**Closing**

*No minutes*