



Agenda Template

Agenda [Meeting name]

Location: DW PC1
Datum: 04/04/23
Time: 14:45 – 15:30
Attendees: Daniel Langov – chair, Klara Hirmanova – minute taker, Karsten van der Deijl, Eve Smura, Alexander Nitters, Kars De Jong

Agenda-items

- 14:45 **Opening by chair**
- Check-in** – How is everyone doing?
- Announcements**
- Approval of the agenda** - Does anyone have any additions to the agenda?
- Approval minutes** - Did everyone read the minutes from the previous meeting?
- 14:46 **Heuristics evaluation** – we will go through it quickly and divide the work in order to have a finished product
- 14:50 **Product pitch video** – we make a plan for the final video. Also, we will go over each part quickly and outline what can be improved.
- 14:55 **Code contribution** – we will talk about the current work, what's left and check if everyone meets the criteria for contribution. After that we will hear the TA's feedback and make a plan on how to proceed.
- 15:05 **Summary action points** – Who, what, when?
- 15:06 **Feedback round** - What went well and what can be improved next time?
- 15:08 **Question round** - Does anyone have anything to add before the meeting closes?
- 15:10 **Closure**