

Taking minutes

Agenda for the team meeting [Project].

Location: DWPC1

Date: 21/02/23

Time: 15:45 - 16:30

Attendees: Alexander (Chair), Eve, Kars, Karsten, Daniel, Klara (Minute-taker), Maria (TA)

Agenda items

Opening by Chairperson

No minutes.

Announcements

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Approval of the agenda

Introduction of missing teammates - Kars

Approve minutes of prior meeting

No minutes made

Code of Conduct - Go over the code of conduct draft and fill in unfinished questions. Make sure everyone agrees on all the points, then designate someone to polish and upload it

Addition of already filled point:

- Shared team values - adding equal contribution

New points filled:

- Filled Success factors
- Norms Evaluation Criteria

Decided that the ones who weren't present during the first meeting (Daniel, Kars) are to look over the points which were filled out at the first meeting during their own time.

Name not decided, thinking of using initials of our first names.

Backlog - Discuss the assignment, brainstorm, Start making the draft. If needed, split the work so that we can do one part each before the end of the week

- Decided to use Klaras template for user stories for now, will change to the provided template when published
- Use past years Backlog example as a template for now
- **Stakeholders** - Team, user, admin of the server
- **Terminology**
 - Board (Public/Protected)
 - To-Do List
 - Card - item on a list
 - List
 - User
 - Tag
- **User Stories** - filled out template with information from the first Q&A slides
- added questions to be asked at next Q&A session 22/02

Summary of action points

Action items	Who is responsible	Deadline
Polish Code of Conduct and upload on Brightspace	Klara	24/02
Look through Draft of Backlog	Alex	24/02
Upload Backlog Draft	Klara	24/02
Ask our qs on Q&A 22/02	Daniel	22/02
Watch previous QAs	Eve	28/02
Add other qs before the lecture	Everyone	21/02
Create Discord for voice call	Not decided	
Look over Code of Conduct and suggest/make changes if have any remarks	Daniel	24/02
Look over Code of Conduct and suggest/make changes if have any remarks	Kars	24/02
Think of team name	Everyone	24/02

Feedback round

Include names and roles in next meeting agenda - feedback from TA

Improve communication as a group - not dynamic, not everyone participated, no silent members - feedback from TA

Any questions?

No important announcements

Closing

No minutes