



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

Agenda-items

14:45	Opening by chair
14:48	Check-in – How is everyone doing?
14:50	Announcements
14:51	Approval of the agenda - Does anyone have any additions to the agenda?
14:52	Approval minutes - Did everyone read the minutes from the previous meeting?
14:53	Heuristics evaluation – we will go through it quickly and divide the work in order to have a finished product
15:00	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.
15:10	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.
15:25	Summary action points – Who, what, when?
15:26	Feedback round - What went well and what can be improved next time?
15:28	Question round - Does anyone have anything to add before the meeting closes?
15:30	Closure