Format agenda

**Agenda Meeting with Sandy**

Location: Library, TU Delft

Datum: 06/05/2022

Time: 14:00-15:00

Attendees: Daniel (Minute Taker), Nathaniel, Diego, Lucas (Chair), Kenzo, Sandy Manolios

**Agenda-items**

[14:00-14:02] **Opening by the chair**

[14:02-14:03] **Check-in (mandatory!)**

*Everyone was present in this meeting*

[14:03-14:05] **Reflection on feedback last week: what did you do with it? (mandatory!)**

*We weren’t provided any feedback last week.*

[14:05-14:10] **Discuss Hosting**

*AWS account to host everything in the same place.*

*Database in university and rest somewhere else is more difficult.*

*Minimal costs with AWS.*

*No more than 2000 users. → host everything in one account*

*AWS, Google Cloud, Azure.*

*Set up a year for free (website, server, database)*

[14:10-14:14]  **Need to decide on questionnaires (Calculations)**

*Not decided in the specific questionnaires yet.*

*Personality: HEXACO (60 and 100 questions version):*

*Values: PVQ (50 and 100 questions version):*

*Need for users to fill out both.*

*Randomize personality or values first.*

[14:14-14:18] **Show current front-end**

*Good progress bar.*

*Different sized and coloured response circles are good.*

[14:18-14:22] **Distance metrics**

*Manhattan, Minkowski and Euclidean to implement, provide choice to Sandy in the dashboard.*

[14:22-14:25] **Feedback**

*5-star reviews for list of songs (mandatory)*

*5-star reviews for each song (optional)*

*Box feedback for open answers. (optional)*

[14:25-14:30] **System requirements**

*System can stop at getting answers from participants → export to CSV file for analysis to be done.*

*After answering the surveys → users have to be shown personality and value scores in charts.*

*How many questions per page: 5 in order not to scroll down.*

*Labels per dot? → Investigate other surveys.*

*Questions on the middle or to the left and answers on the right?*

*No unscientific personality websites*

[14:30-14:35] **Summary** **action points** – Who, what, when?

Which surveys to pick, email about which questionnaire to use to Cynthia

[14:35-14:39] **Feedback Round (mandatory! Give tips and tops to chair and team. Are the agreements in the code of conduct still followed?)**

*We were all*

[14:39-14:40] **Question Round**

*No questions from us.*

[14:40] **Closure by the chair**