Notes & Minutes

Location: DW PC1 cubicle 4
Date: 28 Feb 23
Time: 13:45 – 14:30

Chairperson: Kenzo Heijman
Minute Taker: María Rosuero

Agenda items

1. **Opening by Chairperson**
   No minutes.
2. **Introduction of the agenda**
   Briefly introduced the agenda topics.
3. **Feedback discussion**
   3.1. **Backlog**
   Discussed backlog feedback and agreed on the action item "Add epics to backlog". See Q&A.
   3.2. **Meeting organization**
   See Q&A.
   3.3. **Code of Conduct**
   Discussed CoC feedback and agreed on the action item "Specify consequences on CoC".
4. **Git assignment**
   Reminded everyone of the Git assignment deadline (Friday, Mar 3). See Q&A.
5. **Checkstyle document**
   Agreed on the action item "Create checkstyle document draft".
6. **Closing**
   Agreed to individually run the template project before Friday.
7. **Meeting conclusion**
   No minutes

Questions & Answers

Q: For the backlog, do we have to do anything else besides adding the epics?
A: Some user stories are too vague.

Q: When does the minute taker get their feedback
A: Each week the TA gives feedback for the minute taker of the previous meeting.

Q: Do we have to divide between functional and non-functional requirement in the backlog?
A: It is not necessary, having them ordered by priority is enough.

Q: For the Git assignment, can we ask for our teammates help?
A: It is an individual assignment, but you are allowed to ask for help.

Q: How should be review each other's code?

A: Every week you can comment the merge requests and ask each other to add comments, explain some part of the code, etc.

Q: Are we required to do the merges some specific day of the week?
A: The progress will be checked in the main branch, so you should at least merge something every week.

TA recommendations.
1. Don't start coding until we have a clear plan, but it is recommended to start this week.
2. Make a UML diagram.
3. Use GitLab as much as possible. That is, don't use discord or other media to give feedback to each other because then the TA can't see it.
4. Use Postman and create a list of endpoints.

Summary of action points

Action items	Who is responsible	Deadline
Add epics to backlog	Everyone	Friday, Mar 3
Specify consequences on CoC	Everyone	TBD
Create checkstyle document draft	Everyone	Friday, Mar 3