## Agenda 23 FEB 2021

## Meeting 4, 4GBI0, Group 007

Chair	Secretary	Board writer
Vito	Mats	Lucas

## **Deadlines:**

• 5 MAR: Interim presentation

## **Objective:**

Making sure we can continue get everything we need to do for the presentation done
in time

	10.15
Opening:	10:45 – 10:50
<ul><li>Who is present?</li></ul>	
<ul> <li>Is everyone content with last meeting's minute notes?</li> </ul>	
<ul> <li>Is everyone content with this meeting's agenda?</li> </ul>	
<ul> <li>Does anyone have anything to say before we continue?</li> </ul>	
Presentation Thomas	10:50 – 11:05
<ul> <li>Presentation</li> </ul>	
<ul> <li>Feedback</li> </ul>	
Comments on previous SSA's:	11:05 – 11:20
<ul> <li>Are there any comments or unclarities about the assignments made by others that need addressing?</li> </ul>	
Discussion:	11:20 – 11:35
<ul> <li>What can we present in the upcoming presentation?</li> </ul>	
<ul> <li>What is still missing and how do we want to get this into the presentation on time?</li> </ul>	
How are we going to present it?	
What can we do besides the presentation?	
Current SSA's:	11:35 – 11:40
<ul><li>Who is going to do what?</li></ul>	
Evaluation and closure	11:40 – 11:45