

Opening

Check that everyone is present. (Including TA).

Approval of the agenda

Check if everything that should be discussed in this meeting is in the agenda.

Points of action

- Presentation demo
- Feedback from TA

Any other business

If anybody has something that should be discussed but came up with that after the agenda was finalised (in point 2), he/she should bring that up now so that it can be discussed after all.

Question round

If there are any questions, now is the time to ask them.