

# Taking minutes

## Agenda for the team meeting [Project].

Location: PC cubical 4

Date: 21-02-2023

Time: 13:45-

Attendees:

de Dobbelaar, Ewout

Eradus, Max

Farhan Taufiqillah Lingga Djaya, Farhan

FIMEYER, Alexis

Şerban, Rares

van den Houten, Samuel

## Agenda items

### Opening by Chairperson

13:45

### Announcements Approval of the agenda

*(Does anyone have any additions to the agenda? what is missing that you would like to discuss?)*

Backlog, follow the example.

### Approve minutes of prior meeting

#### **[Agenda-item 1] – Deadlines this week**

(Code of Conduct), (Backlog) *Inform*.

#### **[Agenda-item 2] – Question slot for lectures**

(Friday, Requirements Engineering & Project Management (Online Lecture)),  
(Monday, Collaborative Software Engineering, Client Q&A), (upcoming) *Discuss*.

#### **[Agenda-item 3] – Backlog**

(What do we need to do), (Roles) *Brainstorm*.

#### **Summary action points – Who, what, when?**

(Next meeting), (clear about next chair and minute taker)

Code of conduct is changeable during the project.

## Backlog

### Tasks:

- **Stakeholders**
- **Terminology**
- **Functional requirements (must, should, could) with reasoning**
- **Non-functional requirements**
- Mocks (by week 6 to be finalized, but should have some ideas before coding)

## Summary of action points

*Give an overview of the division of tasks. What is expected from whom and when?  
Make an action list.*

### Stakeholders: Samuel

All: write down some Functional requirements (must, should, could), with reasoning  
Advanced Features (in order of priority)

- Multi-Board (Join boards by name/key) Updated after Client Q&A 1 (moved join requirement here)
- Cards can have details
  - Description
  - Nested Task List
- Tag Support
- Customization (Background, Tag colors)
- Keyboard shortcuts/usage
- Password protected boards (read vs. write)

## Basic Features (Required for passing)

- Client-Server Application (Spring Boot + JavaFX)
- No registration Updated after Client Q&A 1 (removed irrelevant subpoints)
- Multi User
- Auto synchronization of overview
- Drag and Drop
- Card == Title
- Flexibility (Add/remove cards and lists)

1. de Dobbelaar, Ewout: muti-board, description, nested
2. Eradus, Max: tag support, custimization, keyboard shortcuts
3. Farhan Taufiqillah Lingga Djaya, Farhan: password protected, client-server app
4. FIMEYER, Alexis: no registration, multi user
5. Şerban, Rares: auto sync of overview, drag and drop
6. van den Houten, Samuel: card == title, flexibility (add/remove)

### Feedback round

*Give each other space to give and receive feedback (tip and top).*

*Discuss with your fellow students whether you want to take notes of this or not.*

No feedback.

### Any questions?

*If there are any important announcements, you can take minutes.*

### Closing

*No minutes*