

Agenda Week 3



Chair: Farhan Taufiqillah Lingga Djaya, Farhan
Minute-taker: FIMEYER, Alexis

Location: DW PC1 cubicle 4
Date: 07-03-2023
Time: 15:45-16:30
Attendees: de Dobbelaar, Ewout
Erasmus, Max
Farhan Taufiqillah Lingga Djaya, Farhan
FIMEYER, Alexis
Şerban, Rares
van den Houten, Samuel

Agenda-items

15:45-15:47 **Opening by chair**

15:47-15:50 **Check-in**

- How is everyone doing?
- Did we all manage to pass the deadlines for last week?
Backlog was submitted on time.
- What have we been working on the previous week?
Endpoints were « Designed », Issues were created in GitLab and some basic requirements code was written such as the creation of entities, a few scenes and the database.

15:50-15:52 **Announcements**

- When will we receive the official backlog?
Official backlog has been received today, start coding according to it.

15:52-16:54 **Approval of the agenda**

- Does anyone have any additions to the agenda?
No additions were asked to be added.
- Are there any questions regarding it?
No.

15:54-15:56 **Approval minutes**

- Did everyone read the minutes from the previous meeting?
Approved.



16:00-16:10

Agenda-item 1 – Meaningful MR

- *Discuss, Talk about the endpoints,
A google-docs was made with all the endpoints that need to be implemented.*
- *Decision making, who will do what?
Team members can assign issues to themselves, (Try to do both front and back-end).
For the issues make sure they are specific so everyone can fully understand what is done, add : labels, weight and other parameter to give a broader view of the work involved*

16:10-16:15

Agenda-item 2 – Buddycheck

- *Inform, What is it about?
It will consist in the evaluation of every single team member, make it constructive and respectful (Anonymous), can be accessed through brightspace.*

16:15-16:20

Agenda-item 3 – Question lectures last week

- *Discuss;
No, but more slides are available on the HCI that weren't mentioned.*

16:20-16:22

Summary action points – Who, what, when?

Have at least a meaningful MR from one of the issues, basic requirements task division will be discussed during the meeting on Wednesday.

16:22-16:25

Feedback round - What went well and what can be improved next time?

16:25-16:29

Question round - Does anyone have anything to add before the meeting closes?

16:29-16:30

Closure

Additional notes:

Lectures:

- No more lectures will be held on Wednesday even if calendar says so.

Deadlines :

- Buddycheck -> 10 March (**This Friday**)
- Meaningful MR -> 10 March (**This Friday**)
- HCI -> 24 March