



Agenda Week 7

Chairman: Şerban, Rares
Minute-taker: van den Houten, Samuel
Location: DW PC1 Cubicle 4
Datum: 28-03-2003
Time: 13:45 - 14:30
Attendees: de Dobbelaar, Ewout
Eradius, Max
Farhan Taufiqillah Lingga Djaya, Farhan
FIMEYER, Alexis
Şerban, Rares
van den Houten, Samuel

Agenda-items

- [13:45 - 13:47] **Opening by chair**
- [13:47 - 13:50] **Check-in**
- How is everyone doing?
- [13:50 - 13:55] **Announcements**
- Heuristic Usability Evaluation (Draft) - what can be improved?
- [13:55 - 13:57] **Approval of the agenda -**
- Does anyone have any additions to the agenda?
 - Are there any questions regarding the agenda items?
- [13:57 - 14:00] **Approval minutes -**
- Did everyone read the minutes from the previous meeting?
- [14:00 - 14:05] **Agenda Item 1 – Teamwork Self Reflection (Draft)**
- What is it?
 - Where can we find the template (if there is one)?
 - Where does it have to be submitted?
 - Discuss: deadline and organization
- [14:05 - 14:10] **Agenda Item 2 – Product Pitch (Draft)**
- What is it?
 - What role will each person have?
 - What will be used for the recording?
 - Discuss: deadline and organization



[14:10 - 14:15]	Agenda Item 3 – General Progress <ul style="list-style-type: none">• Are all the basic requirements finished?• Which advanced requirements do we plan to implement?• Has anyone encountered any outstanding issues?
[14:15 - 14:20]	Agenda Item 4 – Repair Assignment <ul style="list-style-type: none">• What are the grading criteria?
[14:20 - 14:25]	Summary action points <ul style="list-style-type: none">• Division of remaining tasks• Confirm next meeting's Chairman and Minute-Taker
[14:25 - 14:27]	Feedback round <ul style="list-style-type: none">• What went well and what can be improved next time?
[14:27 - 14:29]	Question round <ul style="list-style-type: none">• Does anyone have anything to add before the meeting closes?
[14:29 - 14:30]	Closure