



# Agenda Template

## Agenda Week 2

Location: DW IR 1 – left side  
Datum: 21-2-2023  
Time: 13:45 - 14:50  
Attendees: de Dobbelaar, Ewout; Eradus, Max; Farhan Taufiqillah Lingga Djaya, Farhan; FIMEYER, Alexis; Șerban, Rares; van den Houten, Samuel

## Agenda-items

- |                 |  |
|-----------------|--|
| [13:45 – 13:50] | <b>Opening by chair</b>  |
| [13:50 – 14:00] | <b>Check-in</b> – How is everyone doing?   |
| [14:00 – 14:02] | <b>Announcements</b>   |
| [14:02 – 14:07] | <b>Approval of the agenda</b> - Does anyone have any additions to the agenda?  |
| [14:07 – 14:10] | <b>Approval minutes</b> - Did everyone read the minutes from the previous meeting?   |
| [14:10 – 14:15] | <b>[Agenda-item 1] – Deadlines this week</b><br>(Code of Conduct), (Backlog)<br><i>Inform.</i>   |
| [14:15 – 14:20] | <b>[Agenda-item 2] – Question slot for lectures</b><br>(Friday, Requirements Engineering & Project Management (Online Lecture)), (Monday, Collaborative Software Engineering, Client Q&A), (upcoming)<br><i>Discuss.</i> |
| [14:20 – 14:30] | <b>[Agenda-item 3] – Backlog</b><br>(What do we need to do), (Roles)<br><i>Brainstorm.</i>   |

## NOTES

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: multi-board, description, nested
2. Eradus, Max: tag support, customization, 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)

[14:30 – 14:31]

**Summary action points** – Who, what, when?  
(Next meeting), (clear about next chair and minute taker)

[14:30 – 14:40]

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



[14:40 – 14:50]

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

[14:50]

**Closure**