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; Şerban, Rares; van den Houten, Samuel

Agenda-items

[13:45 – 13:50]   **Opening by chair**

[13:50 – 14:00]   **Check-in –** How is everyone doing?

[14:00 – 14:02]   **Announcements**

[14:02 – 14:07]   **Approval of the agenda -** Does anyone have any additions to the agenda?

[14:07 – 14:10]   **Approval minutes -** Did everyone read the minutes from the previous meeting?

[14:10 – 14:15]   **[Agenda-item 1] – Deadlines this week**
(Code of Conduct), (Backlog)
Inform.

[14:15 – 14:20]   **[Agenda-item 2] – Question slot for lectures**
(Friday, Requirements Engineering & Project Management (Online Lecture)), (Monday, Collaborative Software Engineering, Client Q&A), (upcoming)
Discuss.

[14:20 – 14:30]   **[Agenda-item 3] – Backlog**
(What do we need to do), (Roles)
Brainstorm.

[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?

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[14:40 – 14:50]	**Question round** - Does anyone have anything to add before the meeting closes?
[14:50]	**Closure**