



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
Eradius, Max
Farhan Taufiqillah Lingga Djaya, Farhan
FIMEYER, Alexis
Şerban, Rares
van den Houten, Samuel

Agenda-items

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| 15:45-15:47 | Opening by chair |
| 15:47-15:50 | Check-in <ul style="list-style-type: none">• How is everyone doing?• Did we all manage to pass the deadlines for last week?• What have we been working on the previous week? |
| 15:50-15:52 | Announcements <ul style="list-style-type: none">• When will we receive the official backlog? |
| 15:52-16:54 | Approval of the agenda <ul style="list-style-type: none">• Does anyone have any additions to the agenda?• Are there any questions regarding it? |
| 15:54-15:56 | Approval minutes <ul style="list-style-type: none">• Did everyone read the minutes from the previous meeting? |
| 16:00-16:10 | Agenda-item 1 – Meaningful MR <ul style="list-style-type: none">• <i>Discuss</i>, Talk about the endpoints,• <i>decision making</i>, who will do what? |
| 16:10-16:15 | Agenda-item 2 – Buddycheck <ul style="list-style-type: none">• <i>Inform</i>, What is it about? |
| 16:15-16:20 | Agenda-item 3 – Question lectures last week <ul style="list-style-type: none">• <i>Discuss</i>; |
| 16:20-16:22 | Summary action points – Who, what, when? |



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