

# Agenda 21-02-2023

## Agenda Team Edward

Location: DW PC1 cubicle 13  
Datum: 21.02.2023  
Time: 16:45 – 17:30  
Attendees: Aleksandra Jach (TA), Bobi Marinov (minute taker), Eduard Faraon, Eduardo Hernandez Melian, Edward Oh Jang Hun, Jaouad Hidayat (chair), Wiktor Cupiał

## Agenda items

16:45 – 16:46	<b>Opening</b>
16:46 – 16:49	<b>Check-in</b> – <i>How is everyone doing?</i>
16:49 – 16:50	<b>Approval of the agenda</b> – <i>Any addition to the agenda?</i>
16:50 – 16:55	<b>State of Affairs – Code of Conduct</b> <i>What have we accomplished last week? Where are we at?</i>
16:55 – 17:15	<b>Assignment – Backlog</b> <i>What are the Backlog and its requirements? When is the deadline?</i> <i>Where does it stands in the overall project development?</i> <i>How should it look like once delivered and how do we proceed with it?</i>
17:15 – 17:20	<b>Tasks – Backlog</b> <i>How do we split the work? Who does what?</i>
17:20 – 17:22	<b>Possible additions to the agenda</b> – /
17:22 – 17:25	<b>Summary action points</b> – <i>Who, what, when?</i>
17:25 – 17:27	<b>Feedback round</b> – <i>How was the meeting and what improvements could be made next time?</i>
17:27 – 17:29	<b>Next week</b> – <i>What are the incoming assignments and deadlines? Who are our next chair and minute taker?</i>
17:29 – 17:30	<b>Question round</b> – <i>Any comments?</i>
17:30 – END	<b>Closure</b>