Taking minutes

Agenda for the team meeting 1.

Location: Drebellweg, PC Hall 1, cubicle 13
Date: 21.02.2023
Time: 16:45 - 17:30
Attendees: Aleksandra Jach, Bobi Marinov (minute taker), Eduard Faraon, Eduardo Hernandez Melian, Edward Oh Jang Hun, Jaouad Hidayat (chair), Wiktok Cupial

Agenda items

Opening by Chairperson
No minutes.

Announcements

None.

Approval of the agenda
(Does anyone have any additions to the agenda? what is missing that you would like to discuss?)
Additions: None.

Approve minutes of prior meeting
No prior meeting minutes taken.

Code of Conduct- assessment.
Discussion about changes in code of conduct - criteria and voting, possible updates later on after feedback. Feedback on code of conduct can be expected sometime between 27.02.2023 and 03.03.2023.

Backlog Assignment - discussion.
Components of application:
lists/boards for doing, done and to-do tasks
Cards are identified by title in overview
Each card has a description

Backlog Sections:
- *Stakeholders:*
    - *User*

- ○ *Host of a group(multi user sharing of boards)*
- ● *Terminology:*
  - ○ *Board*
  - ○ *card*
- ● *Requirements*
  - ○ *Must - basic requirement for pass(multi user - synchronization between users using the same board(sl.32 from presentation)*
  - ○ *Should - advanced features (multiboards - many boards on one server) first 4 from slides in the introduction presentation (sl.33)*
  - ○ *Could - last 2 form the slides in the introduction presentation (sl.33)*

Keeping track of possible questions for client Q&A on Wednesday:
If we add new features ourselves, do they count towards the grading?
Do we need to have mocks for the different pages in the backlog?

Backlog Tasks - organization/distribution.
Distributing the requirements formulation between ourselves: must, should, could. More details in Summary of action points below.

Summary of action points
Give an overview of the division of tasks. What is expected from whom and when? Make an action list.

Action items	Who is responsible	Deadline
terminology/mocks[1]/ stakeholders	Jaouad	February 23rd, 2023, Thursday
must	Jang Hun, Eduardo	February 23rd, 2023, Thursday
should	Bobi, Wiktor	February 23rd, 2023, Thursday
could	Edy	February 23rd, 2023, Thursday
Work on individual assignments	All members	February 28th, 2023, Tuesday

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[1] Use the mocks from the introduction slides (sl.29-30) and update them as we design the application

Next week's meeting - tasks prior.
Check on the Git assignment progress of each member and whether any issues arose during the time between the two meetings.
Chair - Jang Hun
Minute-taker - Wiktor

Feedback round
Good distribution of time for each section.
Agenda was sent prior to the meeting, so time was given for preparation and additions to agenda.
Everybody contributed their opinions and views on the matters discussed.

Any questions?

Question: Who will be submitting the assignment in the team repository?
Answer: The next minute-taker, Wiktor, will be submitting the deliverables for the Backlog and Code of Conduct by Friday - February, 24th, 2023.

Closing
No minutes

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