



Agenda 28-02-2023

Agenda Team Edward

Location: DW PC1 cubicle 13
Datum: 28.02.2023
Time: 16:45 – 17:34
Attendees: Aleksandra Jach (TA), Bobi Marinov, Eduard Faraon, Eduardo Hernandez Melian, Edward Oh Jang Hun (chair), Jaouad Hidayat, Wiktor Cupiał (minute taker)

Agenda-items

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|---------------|--|
| 16:45 – 16:46 | Opening by chair |
| 16:46 – 16:47 | Check-in – <i>How is everyone doing?</i> |
| 16:47 – 16:49 | Announcements |
| 16:49 – 16:50 | Approval of the agenda - <i>Does anyone have any additions to the agenda?</i> |
| 16:50 – 16:50 | Approval minutes - <i>Did everyone read the minutes from the previous meeting?</i> |
| 16:50 – 17:00 | Backlog Finalisation - Decide if we there are any other necessary changes to the backlog
<i>What kind of changes to make in the backlog?</i> |
| 17:00 – 17:20 | Coding: GUI – Get an idea of how the GUI will look like.
<i>Is it going to be similar to the mock? Are there any other additions to the GUI (colour theme, font, etc.)?</i> |
| 17:20 – 17:25 | Task division – Decide on who does what for the GUI and the backlog |
| 17:25 – 17:25 | <i>other additions of agenda items go here</i> |
| 17:25 – 17:26 | Summary action points – Who, what, when? |
| 17:26 – 17:27 | Feedback round - What went well and what can be improved next time? |
| 17:27 – 17:28 | Question round - Does anyone have anything to add before the meeting closes? Feel free to ask anything! |
| 17:28 – 17:30 | Closure |