



Agenda Template

Agenda Meeting #2

Location: DW IR4 right-side
Datum: 21.02.2023
Time: 15:15 - 16:00
Attendees: Alexandra Nicola (Minute-Taker), Ana Marcu(TA), Andrei Ștefan, Andreea Țebrea, Cristian Toadere, Marin Perković, Vasko Guenov (Chair)

Agenda-items

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|---------------|---|
| 15:15 - 15:16 | Opening by chair |
| 15:16 - 15:18 | Check-in – How is everyone doing? Is everyone prepared for today's discussion? |
| 15:18 - 15:20 | Announcements - Thursday - 1PM meeting, Start on JAVA FX & SPRING BOOT self-study. |
| 15:20 - 15:25 | Approval of the agenda - Does anyone have any additions to the agenda? |
| 15:25 - 15:30 | MatterMost Group - add missing people
Ask the TA to add everyone who is not in the MatterMost Group |
| 15:30 - 15:40 | Code of Conduct – Discuss draft <ul style="list-style-type: none">- Ask TA for her feedback on the Code of Conduct draft (5 minutes)- Discuss the changes we need to make (3 minutes)- Ask the TA to clarify few uncertainties we have (2 minutes) |
| 15:40 - 15:50 | BackLog Draft - Begin Brainstorming <ul style="list-style-type: none">- Each member will have 1 minute to share their ideas on what we <i>MUST/SHOULD/COULD</i> have- Whole team discuss the points we have and further elaborate on them |
| 15:50 - 15:52 | Summary action points – Come up with more points we need to include in the Backlog prior to Thursday. Finish the BackLog Draft on Thursday |
| 15:52 - 15:57 | Feedback round - What went well and what can be improved next time? |
| 15:57 - 16:00 | Question round - Does anyone have anything to add before the meeting closes? |
| 16:00 | Closure |

