

Agenda Template

Agenda Meeting #3

Location: DW IR4 right-side
Datum: 28.02.2023
Time: 15:45 - 16:30
Attendees: Alexandra Nicola, Ana Marcu(TA), Andrei Ștefan, Andreea Teborean, Cristian Toadere (Chair), Marin Perković, Vasko Guenov (Minute-Taker)

Agenda-items

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|---------------|--|
| 15:45 - 15:50 | Opening by chair |
| 15:50 - 15:53 | Check-in – How is everyone doing? Is everyone prepared for today's discussion? |
| 15:53 - 15:55 | Announcements - Thursday, 2PM meeting: Setting up the used platforms for development and task distribution. |
| 15:55 - 16:00 | Approval of the agenda - Does anyone have any additions to the agenda? |
| 16:00 - 16:15 | Backlog – Discuss draft <ul style="list-style-type: none">- Ask TA for her feedback on the Backlog draft (5 min)- Discuss the changes we need to make (3 min)- Ask the TA to explain how to integrate the app snapshot/wireframe and to clarify few uncertainties we have (2 min)- Brainstorm design ideas and develop wireframe scheme |
| 16:15 - 16:25 | Assignments - Progress and questions <ul style="list-style-type: none">- Questions/issues about the GitLab assignment (3 min)- Progress of each member (2 min)- Diving members into the 2 development teams (5 min) Summary action points <ul style="list-style-type: none">- Finalise GitLab assignment before Friday Deadline- Create a spreadsheet for team rotations and roles |
| 16:25 - 16:30 | Feedback/Question round <ul style="list-style-type: none">- What went well and what can be improved next time?- Does anyone have anything to add before the meeting closes? |

16:30

Closure