**Agenda for the team meeting #1, Team 62.**

|  |  |
| --- | --- |
| Location: | Drebbelweg, IZ-4 |
| Date: | 14.02.2023 |
| Time: | 15:15-16:00 |
| Attendees: | Alexandra Nicola  Andreea Tebrean  Andrei Stefan  Marin Perkovic  Vasko Guenov |

**Agenda items**

**Opening by Chairperson**

*No minutes.*

**Announcements:**

The agenda needs to be provided two days before the meeting;

The meeting notes will be provided two days after the meeting.

**Approval of the agenda**

*(Does anyone have any additions to the agenda? what is missing that you would like to discuss?)*

Since the agenda was decided by the TA for this first meeting, there were no additions made.

**Approve minutes of prior meeting**

**Introduction – getting to know fellow team members.**

*We went around the table and shared a few interesting things about ourselves: our name, where we are from, our hobbies, and one fun fact about our country.*

***First steps – Setting our first goals***

*We discussed about what we should first do, and took a look at the deadlines coming up.*

* Chairman and Minute Taker
  + We need to first establish who is going to be the chair/minute taker on following meetings, as that is quite important in meeting planning and more.
* Code of conduct
  + We need to first make a draft, for it to be checked by a TA for any possible improvements;
  + There is a template provided on Brightspace, which we may use as a starting point;
  + We need to make sure we discuss when everyone is available to meet, as that is important for (both our team as a whole and) the Code of Conduct.
* Backlog
  + The deadline for the draft is much further away, but it is still worth taking it into account;
  + We need to be aware of the lectures coming up which touch on teamwork, engineering and project management;
  + We will need to employ the MOSCOW technique for it.

**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 |
| *Finish the draft for the Code of Conduct* | *Whole team* | *This Friday* |
| *(Optional) research Springboot and JavaFX* | *Everyone* | *N/A* |

**Feedback round**

*Give each other space to give and receive feedback (tip and top).*

*As this was our first meeting, there was no feedback to share, but with improved knowledge of our teammates, we will be able to provide constructive feedback from now on.*

**Any questions?**

*When is the next meeting? - An online (impromptu) meeting on the 16th of February, to distribute the work on the Code of Conduct.*

**Closing**

*No minutes*