Agenda [first TA meeting]

Location: DW TZ2 right-back

Datum: 20/02/2023

Time: 14:45 - 16:00

Attendees: Oleh, Teun, Alex, Tudor, Sagar, (TA) Iarina

Agenda-items

[15:15 - 15:17] opening by chair

[12:17 - 15:22] [Agenda-item 1] - [ambition levels]

A discussion about how serious is everyone about their ambition levels

[15:22 - 15:??] [Agenda-item 2] - [planning]

A brief explanation of the changes proposed, and a feedback round to hear what everyone thinks

[15:?? - 15:45] [Agenda-item 3] - [definitions]

Adding definitions that might be proposed by team members into the code of conduct

[15:45 - 15:50] [Agenda-item 4] - [buffer]

Will be used in case the TA has something to tell us or is late

(Since our TA made sure we know that they will have minimal interference, I’ll try to outline an agenda that’ll be talking about things that’ll be shown to the ta)

[15:50 - 16:05] [Agenda-item 5] - [COC question round]

We show our TA the code of conduct, asking any questions, no matter how silly, because better be safe than sorry.

[16:05 - 16:20] [Agenda-item 6] - [Backlog question round]

Asking any questions about the backlog to help make the cliend q/a session as useful as possible

[16:20 - 16:25] Feedback/question round

Anything anyone wants to add to the meeting goes here

[16:25 - 16:30] Closure

This time is used to summarize everything that was said in this meeting, and for any last second announcments + next meeting + client q/a

Agenda [regular Thursday meeting]

Location: no location (online)

Datum: 23/02/2023

Time: 12:30 - (to be filled in)

Attendees: Oleh, Teun, Alex, Tudor, Sagar

Agenda-items

[12:30 - 12:35] opening by chair

[12:35 - 12:40] [Agenda-item 1] - [question round]

Any important questions that might have appeared after the last meeting

[12:40 - 12:45] [Agenda-item 2] - [COC]

Some time ot finally finish the COC, and make it ready to be submitted into gitlab

[12:45 - 12:55] [Agenda-item 3] - [question round 2]

A discussion of any questions that team members might have about the backlog, that were not answered by the client.

[12:55 - 14:15] [Agenda-item 4] - [backlog analysis]

Analyzing the backlog in order to formalize the information that was gathered, and make it more compact and comprehensive.

[14:15 - 14:25] [Agenda-item 5] - [further preparations]

Mainly to be used to decide what questions are the most important for the next q/a

[14:25 - 14:26] [Agenda-item 6] - [roles]

Make sure we know who has what roles for the meetings that’ll take place next week

[14:26 - 14:28] Feedback/question round

Anything anyone wants to add to the meeting goes here

[14:28 - 14:30] Closure

This time is used to summarize everything that was said/done in this meeting, for any last second announcments, and to have a brief discussion on what’ll happen on the next meeting.