

Agenda Week 2

Agenda for Week 2

Location: TU Delft / Drebbbleweg PC Hall 1
Datum: 19.02.2024
Time: 14.45 – 15.30
Chair: Egemen Yildiz
Note taker: Bogdan Micu
Attendees: Robin Taekema
Stoyan Kutsarov
Victor Paiu
Lara Glamuniza
Bogdan Micu

Agenda-items

Opening by chair (1 min)

Check-in (3 min)

Check if everyone is present, well and ready

Approval of the agenda (3 min)

Does anyone have any additions to the agenda?

Means of Communication (2 min)

Discussion about the means of communication and the possible discord server

Announcements (5 min)

Discussion about upcoming deadlines & structure of the meetings or the project

[Agenda-item 1] – The law of cookies (2 min) *(discuss)*

Discussion about what kind of a punishment happens when someone is late

[Agenda-item 2] – Closest deadline: Git assignment (5 min) *(discuss)*

Discussion about the git assignment and individual process

[Agenda-item 4] – Next deadline: Code of Conduct (5 min) *(discuss)*

Discussion about the code of conduct assignment and when to start to do it exactly

[Agenda-item 5] – Template Project (5 min) *(discuss)*

Talking about everyone's first insights on the template project, how it is structured and everyone being able to access it

[Agenda-item 6] – A broad outline for the Project (10 min) *(discuss)*

Creating a broad outline for the structure of our project and the details of it based on the given backlog

[Agenda-item 7] – The next agenda maker and minute-taker (2 min) *(decision making)*

Who are going to be the next agenda maker and minute-taker?

Summary action points (4 min)

Who, what, when?

Feedback round (3 min)

What went well and what can be improved next time?

Question round (5 min)

Does anyone have anything to add before the meeting closes (either to the team or to TA)?

Closure