



Agenda Template

Agenda

OOPP Group 48 – 7th meeting

Location: DW PC1 cubicle 11
Datum: April 4th, 2023
Time: 13:45 – 14:10
Attendees: Rareş Toader (Scrum Master), Vlad Graure, Olaf Herman (Notetaker), Jesse Klijnsma (Chair), Lovro Mlikotić, Andrei Petre, Jochem Pouwels

Agenda-items

- [13:45] **Opening by chair.**
- [13:45 – 13:46] **Check-in**
How is everyone doing?
- [13:46 – 13:47] **Approval of the agenda**
Does anyone have any additions to the agenda?
- [13:47 – 13:50] **Product progress - feedback**
Showcasing the current state of our project to the TA.
- [13:50 – 13:56] **Hueristic Usability Evaluation**
 - Settle on changes we want to make to the app.
 - Assign tasks for completing the report.
- [13:56 – 14:03] **Contribution deadline – Final merge requests.**
 - Set deadline for opening merge requests.
 - Set deadline for merging merge requests.
 - Discuss what final features and fixes we will implement.
- [14:03 – 14:08] **Discuss Product Pitch**
 - Agree upon date and time to record video
 - Create a script or list of bullet points
- [14:08 – 14:10] **Task assignments**
Each member of the team recieves a task and a deadline.
- [14:10] **Closure by chair.**