Taking minutes

Week 8

**Agenda for the team meeting Application.**

Location: DW PC3

Date: 04/04/23

Time: 13.45-14.10

Attendees: Frija Marius, Hristodorescu Matei, Krassenburg Zico, Nys Rebecca, van Vliet Matthias, Waarsenburg Yulia

04/04/23

**Chairperson***:* Hristodorescu Matei

**Minutetaker***:* Nys Rebecca

**Agenda items**

**Opening by Chairperson**

* *Small welcome & approval agenda*

**Approval of the agenda**

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

* *Discuss extra meetings for product pitch*

**Approve minutes of prior meeting**

No minutes of prior meeting.

**[Agenda item 1] - Current state of application (Deadline: Friday, April 7)**

*Describe in outline what was discussed in content and how you came to an outcome/finding. Was the purpose of the meeting (to inform/ brainstorm/ decide/ discuss) achieved? This (possibly) results in actions that you record in the action list.*

* We have the basic requirements, except long polling
* Look at code contribution on git inspector, everyone should have 1000 lines of code
* App demo: TA looks at implemented features, (suggestion: make red where you cannot drop)
* Focus on finishing code now
* Repository closes on Tuesday
* No new features after Wednesday
* Advanced requirements: some people are working on it, others are instead working on adding more tests

**[Agenda item 2] - Heuristic User Evaluation (Deadline: Friday, April 7)**

* Result section is already made shorter
* We should also shrink other sections, like the introduction
* Feedback: we have to describe the prototype
* We have more sections to write
* We will divide the work on WhatsApp

**[Agenda item 3] - Product Pitch (Deadline: Friday, April 7)**

* We should make it more a story, a use case
* Don’t just show features and put “blah”
* We will reshoot the video
* Adjust the script
* Script deadline Wednesday 23:59
* Record zoom meeting
* Everyone films individually
* Film deadline Thursday 23:59
* Planned extra meetings:
  + Wednesday 19:15-22:15
  + Thursday 08:00-10:00

**Summary:**

* Deadlines of this Friday moved to next Tuesday
* We finish the HUE by dividing the work
* We adjust the script of the product pitch and film individually, make it a story/use case (Zoom)
* We finish the code (long polling, testing, advanced requirements), no new features after Wednesday

**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 |
| --- | --- | --- |
| Heuristic Usability Evaluation | We divide the sections to write | Actual deadline: Tuesday 11/04 |
| Product Pitch | We work on script together and film individually | Script: Wednesday 05/04  Film: Thursday 06/04  Actual: Tuesday 11/04 |
| Final Code Submission | We code individually and review each other’s work | New features: Wednesday 05/04  Actual: Tuesday 11/04 |
|  |  |  |

**Feedback round**

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

*Discuss with your fellow students whether you want to take notes of this or not.*

**Any questions? None**

*If there are any important announcements, you can take minutes.*

**Closing**

*No minutes*

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