

Meeting Agenda

Date: 2016-05-29

Facilitator: Marcus

Participants: Adam, Daniel, Marcus, Patrik

1. Objectives (5 min)

Resolve any issues preventing the team to continue. Short clear description.

No issues at this time.

2. Reports from previous meeting (15 min)

Each groupmember reports outcome of assigned issues, see also 4.

Daniel: Found lamp holders. Added tests for Drum and Sequence.

Adam: Finished drum kit.

Patrik: Light assignments are now saved to file.

Marcus: Finished the report.

3. Discussion items (35 min)

Discuss issues from 1 and 2, possibly new or more general issues (very short notes/keywords).

Discussion about what to include in the presentation.

4. Outcomes and assignments (5 min)

Outcomes from 3. I.e. write down what's decided and why it was decided? Sync with other documentation (add terms to wordbook). From outcomes, 1, 2 and 3, (re)assign each groupmember issues to solve.

Everyone: Prepare for presentation.

5. Wrap up

Write down unresolved issues for next meeting. Time and location for next meeting.

Last meeting.