Video calls @ 3PM e(CET +1) every week on Wednesday.

Can’t make an appointment? Just let each other know.

Be flexible. Let’s add things along the way.

Pre-meeting notes: What have you done since the last meeting, what are we going to do for the next meeting, and were there any obstacles during that meeting?

Use topics relevant to the project.

48 hrs before virtual meeting input, Alex has a deadline 24 hrs before the meeting to create the agenda. Project members are encouraged to actively read this document.

Morcel will review this agenda before the virtual meeting.

Everyone attending the meeting must be ready at the exact time. That means technically, make sure your mic and audio works. Don’t interrupt each other. One meeting leader will be appointed by rotation.

Alex will regulate the planning in this project, in Google Agenda and the documents prior to meetings.

Robert is responsible for Discord

Ahmet is responsible for GitHub and support

Use a format in the pre meeting notes with the subjects to note if any progress has been made.

A pre meeting note format ready of thursday