Agenda Week 2 – Group 51

Agenda [Second Meeting of Group 51 – Week 2]

Location:	Drebbelweg - Instruction Room 1 (right-side)
Datum:	21.02.2023
Time:	16:00
Attendees:	Tudor Coman, Chris Obis, Stefan Secuiu, Tymon Jastrzemski, Andrei Ioniță, Marcin Liberadzki
Chairperson:	Chris Obis
Note-taker:	Andrei Ioniță

Agenda Points

[16:00] **Opening by chair** – *The chairman will take time to better make themselves known to the team and bring any aspects they deem important in front of the team so that the meeting can kick off without unanswered relevant personal stuff and hesitation.*
The note-taker will make themselves known and begin their work while also being an active member of the conversation.

[16:05] **Check-in –** *Does everyone feel comfortable around each other?*
Since this is only our second meeting, do teammates like the composition of the group at first glance?
Is everyone in the right mindset to contribute to the team?
Does the team find the proposed project idea challenging?
Is the project something the team looks forward to working on?
Does anyone need any explanation regarding the final product that maybe other members of the team find clear?
Is there anyone going through a tough time that needs advice? By code of conduct, teammates will show support and help each other deal with matters even outside of the project.

[16:05] **Announcements**

[16:05] **Approval of the agenda –** *Is there anything the team wishes to discuss that the chairperson's agenda doesn't already display a time for?*
Are there any remarks to the agenda topics?
Is there something relevant that the chairperson left out on purpose?

[16:10] **Reflecting on the last meeting -** *Did everyone read the minutes from the previous meeting?*
Our first meeting was about getting to know each other, establishing boundaries and making sure everyone understands the responsibilities, does someone want to reflect on it and give insight into the first steps they made into being a productive group member?

[16:15]   **[Code of Conduct] – [Bringing the code a final form]**
                  We are going to bring out the code and put an emphasis on what other
                  teammates consider essential.
                  Everyone has to come up with one rule they could not operate without.
                  Does everyone agree with the current state of our "Code of Conduct".
                  The team goes over some important aspects of the code?

[16:25]   **[Backlog] – [Starting to work on our app's concept]**
                  We are going to debate several functionalities our app is going to
                  provide.
                  Has anyone worked on such a project before?
                  Does anyone feel like they have already gained some qualities which
                  are going to help the team achieve a complex result?
                  What does the team have in mind for the first drafts of the app?
                  Is there a more creative mind in the team that would volunteer to
                  create the images (wireframe of the app) for the backlog?
                  Are there any functionalities our app could not meet?
                  Does anyone use a similar app already and would like to share what
                  makes it worth having around?

[16:30]   **Summary action points** – *Who is going to be working on listing the*
                  functionalities our app has to implement?
                  Who assumes the role of the "visionary" and therefore try to come up
                  with new ideas to enrich the project and expand our group of appeal
                  for the product?
                  When is the next meeting going to be? Where?

[16:35]   **Feedback round** – *The team will give suggestions for our next*
                  chairperson to consider. Everyone will say something they both
                  appreciate about our team's collaboration so far and what aspects the
                  team has to work on to function better.

[16:40]   **Question round** – *Does anyone have any additions to the discussion? Is*
                  anyone still unsure or confused about the team's next objective?
                  Does anyone need any more explanation on what their task is?

[16:45]   **Closure** – *The chairperson adds his last words to the conversation,*
                  reminding everyone of their next scheduled meeting, thanking
                  everybody for their contribution and appoints a new duo of chairman –
                  note-taker for the upcoming meeting.