

Agenda Week 7 – Group 51

Agenda [Sixth Meeting of Group 51 – Week 7]

Location: Drebbelweg – PC 1

Date: 28.03.2023

Time: 16:45

Attendees: Tudor Coman, Chris Obis, Stefan Secuiu, Tymon Jastrzemski, Andrei Ioniță, Marcin Liberadzki

Chairperson: Tudor Coman

Note-taker: Tymon Jastrzemski

Agenda Points

[16:45 – 16:45] **Opening by chair**

- ☐ Is everybody present?
- ☐ Chairperson and minute taker introduction.

[16:45 – 16:50] **Check-in**

- ☐ How is everyone?
- ☐ How has last week been, has the exam gone well for everyone?
- ☐ Did everyone read the agenda, and if so, does anyone have anything to add to it?
- ☐ Did everyone read the previous minute taker's notes?
- ☐ What has everyone been working on? Have you had success? Do you need help/assistance?

[16:50 – 16:55] **Reflection on feedback**

- ☐ Did everyone read the TA's feedback for our last meeting and for our code contributions?
- ☐ Discuss this feedback. Have we improved? Can we improve even further?

[16:55 – 17:00] **Current state of the app**

- ☐ Show the TA the current state of the app.
- ☐ Go through the requirements in the backlog to keep track of what we have completed so far.

[17:00 – 17:10] **Product Pitch (Draft)**

- ☐ Remind everyone about this assignment and it's deadline (this Friday)
- ☐ Has everyone read the assignment? If not, get everyone up to date.
- ☐ Lay out the necessary parts of this assignment, taking into account that it is still in the draft stage.
- ☐ Settle on a concrete plan for this assignment.

[17:10 - 17:15] **Teamwork self reflection (Draft)**

- ☐ Remind everyone about this assignment and it's deadline (this Friday)
- ☐ Has everyone read this assignment as well? If not, get everyone up to date on this too.
- ☐ Lay out the necessary parts of this assignment, taking into account that it is still in the draft stage.

[17:15 - 17:20] **Dividing this week's work**

- ☐ Lay out the functionalities that still need to be implemented, especially basic ones.
- ☐ Dividing the work among teammates, based on knowledge and preferences.
- ☐ Organize other meetings this week, when/if any would be useful.

[17:20 – 17:30] **Feedback from the TA**

- ☐ Receive and discuss what the TA has to say regarding the state of the application, team activity/cooperation or any other topic he wants to cover.

[17:30 - 17:35] **Question round**

☐ Does anyone have any questions regarding their task or the project overall?

☐ Questions for the TA.

[17:35 - 17:40] **Closure**

☐ Appoint chairperson and minute taker for the next meeting.

Does anyone have any suggestions regarding our next meetings or the project? Things we can improve?

☐ Thank everyone for their time and contributions to the meeting.