



Agenda Week 4 – Group 51

Agenda [Third Meeting of Group 51 – Week 4]

Location: Drebbelweg – PC-1
Datum: 07.03.2023
Time: 16:45
Attendees: Chris Obis, Tymon Jastrzemski, Andrei Ioniță, Marcin Liberadzki
Chairperson: Stefan Secuiu
Note-taker: Tudor Coman

Agenda Points

- [16:45] **Opening by chair**
- Is everybody present?
 - Chairperson and note-taker introduce themselves.
- [16:45] **Check-in**
- Is everybody feeling well?
 - Is everybody happy with our team work and direction the project is heading?
- [16:50] **Reflection**
- Did everybody read the TA's feedback for our last meeting?
- [16:55] **Approval of the agenda**
- Did everybody read agenda?
 - Does anyone want to add any topics of discussion that are not present in the agenda?
- [16:55] **Approval of the minutes**
- Did everyone read the minutes from the previous meeting?
 - Is everyone satisfied with the minutes from last week?
- [17:00] **[Git familiarity]**
- Does everyone now feel comfortable working with Git?
 - Are there any questions regarding Git?
- [17:00] **[Spring & JavaFX setup]**
- Did everyone manage to get their software working?



[17:05]

[Scrum]

- Did everyone understand the way Scrum works?
- What do we believe we can get done this first week? (establish the sprint backlog)
- Assign points to the user stories chosen.
- How should we split the work?

[17:20]

[Meaningful MR]

- Reminder about this week's assignment. (deadline on Friday 10th of March)
- Assess current progress.

[17:25]

[Heuristic Usability Evaluation]

- What does everyone think about this?
- What would be some key points to keep in mind when designing the UI?

[17:30]

Summary action points

- Summarize assignments for this week.
- Summarize any important agreements.
- When is the next meeting?

[17:35]

Feedback round

- Is everybody satisfied with the meeting and our group work?

[17:40]

Question round

- Ask any questions regarding project and these assignments. Is anything unclear to you?
- Ask the TA any organizational question the team can't answer.

[17:45]

Closure

- Appoint chairperson and note-taker for the next meeting.