# Agenda

## Agenda for the 2nd Mandatory Lab Meeting

Location:                Drebelweg, PC1
Datum:                 21/February/2023
Time:                   15:45 – 16: 30
Attendees:           Cristian Benghe, David Ghergut, Denisa Arsene, Halid Çirak, Teodora Mihăilă, Yair Chizi

## Agenda-items

15:45 – 15:47                **Opening by chair**

15:47 – 15:50                **Announcements**
*Clarifications regarding common team resources, documents, and links.*

15:50 – 15:53                **Approval of the agenda -** Does anyone have any additions to the agenda?

XX:XX – XX:XX                **Approval minutes -** Did everyone read the minutes from the previous meeting?

15:55 – 16:25                **Backlog Draft – Stakeholders and Terminology**
***Ji1.)[10 min.]*** *Brainstorm and formalize the potential stakeholders and necessary product terminology.*
***2.)[20 min.]*** *Discuss division of MUST, SHOULD, and COULD of the requirements*

16:25 – 16:30                **Summary action points** – Who, what, when?
*Submission of the code of conduct*
*Requirement aggregation for the backlog.*

16:25 – 16:30                **Feedback round -** What went well and what can be improved next time?

16:25 – 16:30                **Question round -** Does anyone have anything to add before the meeting closes?

16:25 – 16:30                **Closure**
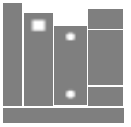
# Taking minutes

## Agenda for the team meeting.

**Location:**        Cubicle 12, Cornelis Drebbelweg
**Date:**            21-02-2023
**Time:**            15:45
**Attendees:**       Cristian Benghe, David Ghergut, Denisa Arsene, Halid Çirak, Teodora Mihăilă, Yair Chizi
**Minute taker:** David Ghergut
**Chairperson:** Yair Chizi

## Agenda items

### Opening by Chairperson

- The chairperson asked whether we had anything to comment about last meeting, but no one had anything to point out
- The chair person mentioned the meeting's topic of focus: **BACKLOG**

### Announcements

- **no announcements were made**

## Purpose of the meeting

*The purpose of the meeting was solely based on discussing ideas for the backlog.*

## Notes from the meeting

- *The administrator is the one who manages the project itself*
- *We should use the lecture slides as reference for the "Terminology" section of the backlog*
- *The obvious ideas will be in the MUST tag*
- *Chairperson: "At the moment we should focus on the basic features of the application, but additional features can be added afterwards"*
- *We can add some extra features regarding:*
  - *customization (we need to design the password-protected part of the application)*
- *The application should automatically sync the modifications made by peer*

*users*
- *The user can see all the keys of the boards and choose the right board based on the key*

## QUESTIONS ❓ TO THE PROJECT OWNER

*Questions that were established during the meeting and need to be addressed to the project owner:*

- *Question: How should merging multiple tables into one happen?*
- *Question: Can we delete the default three columns? (TODO, DOING, DONE)*
- *Question: Can we establish a default format of the application? Or is it already established in the project plan?*
- *Question: When does the synchronization occur exactly? By every click? By every save?*
- *Question: Should an "Undo" button be present in the project in case a sudden change in the table occurs?*

**Summary of action points**
*Give an overview of the division of tasks. What is expected from whom and when? Make an action list.*

| Action items | Who is responsible | Deadline |
|---|---|---|
| UI design responsible allocation | will be decided by next meeting | - |
| Asking questions during the client lecture | anyone who gets a chance to participate in the next client lecture and has the opportunity to ask questions | client lecture |
| | | |
| | | |

## QUESTIONS ❓ TO THE TA

- *Shall we use markdown as a note format* ❓

Markdown is the preferred format for the minute notes, because they can be previewed.

- *How should our GitLab repository look like (notes)* ❓

The TA said that we will receive all the necessary information about the layout of the repository and information about this aspect will be posted later by the course staff.

- *Issues with creating a key for the GitLab repository* ❓

The TA helped all the people who had problems and offered guidance for those in need!
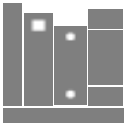
- *Can we receive a proper mentor minute template ❓*

*The TA said that it shouldn't be a problem.* In addition, all the minute notes should be added at the end of the agenda document.

## Aspects that need to be addressed in the next meeting

- *Even though everyone was satisfied with the terminology definitions that were filled in the backlog during this week's meeting, the team unanimously decided that rephrasing the definition should be addressed in due time!*

## Closing

*Everyone felt productive throughout the meeting and was satisfied with the work done during the 45 minutes at disposal.*

## THE NEXT MEETING

*Next Minute Taker:* **Arsene Denisa**
*Next Chairperson:* **Cristian Benghe**