**Agenda - Week 7**

**Settling matters**

**Location:       PC Hall 1 - Cubicle 2**

**Datum:      28th March 2023**

**Time:         16:45 - 17:30**

**Attendees:**

* **Ísak Jónsson**
* **Martin Angelov**
* **Max Derbenwick (Chairman)**
* **Cristiana Cotoi**
* **Miia Zhang (Minute-taker)**
* **Satsuki Udagawa**

**Agenda-items**

**16:45 - 16:50            Opening by chair (Approval of agenda & minutes)**

**16:50 - 16:55            Check-in, discussion of what each team member has done during the sprint.**

**16:55 - 17:00 Discuss how we can improve teamwork and coordination for the next sprint.**

* **create a debug channel on discord**
* **using issues better: close the issue immediately when it’s done; add tags and milestones to the issues (eg sprint4, minimal-application)**

**17:00 - 17:10 Plan the next sprint considering the minimal application is complete (focus on multi-board features; consider admin mode, tags, etc.).**

* **Cristiana: styling & manage cards**
* **Martin: styling**
* **Satsuki: sub-tasks & tags support**
* **Isak: tags & password & styling**
* **Miia: long-polling to refresh the admin scene**
* **Max: refactor codes & fix UI \* styling**
* **have all the work done by Tuesday and solve the problems in the last three days**

**17:10 - 17:15            Recap the heuristic usability evaluation; how can we improve it for the final draft (TA advice on certain things we now know having done it).**

* **include screenshots after improvements to compare with the old version**
* **complete the improvement part**

**17:15 - 17:20 Discuss product pitch with TA and create a meet-up agenda to complete it.**

* **a storyboard is good enough for the draft (with time management)**

**17:20 - 17:25 Discuss teamwork self reflection with TA so the assignment is clear for all.**

* **it’s a pass \ fail criterion**
* **ddl for the draft is on Friday**
* **it’s individual work**

**17:25 - 17:30           Feedback, questions, summarize action points, and closure.**

* **we have a new time slot next week**
* **we have a testing rubrics to fill in (ddl: Saturday)**
* **Go through the backlog epic by epic so that it’s clear that the issues are prioritized**