Taking minutes

Agenda for the team meeting [Project].

Location: Drebbelweg
Date: 21.02.2023
Time: 15:45
Attendees: Alani Rafael, Daga Aryan, Ioannou Andreas, Purice Victor, Rokoma Anastasia, Zambarta Eirini

Summary of the meeting:

No.	Topic	Content Discussed
1	**Project Trajectory and work split - discuss + decision making**	TA suggestions: adopt flexible work roles with everyone having to operate both on the front-end and on the back-end(ex 3 and 3). The switch between the team members must be from time to time. It is recommended to wire the front end with the back end as soon as possible as it is a lengthy process(ex. week 5). Make use of Gitlab issues.
2	**Backlog Assignment**	TA suggestions: follow the template provided on the website with some particular variations(ex. user stories). The official backlog will be provided later. Group discussions: agreed to set up an additional meeting in order to work on the backlog.
3	**Git Assignment**	Group discussions: agreed that everyone should complete the assignment as soon as possible, in order to get started with the implementation part at our earliest convenience.
4	**Project Software Development tools and Utilities**	Group Discussion: we must come up with the rules for the checkstyle, which we will do later. The project will be done in Gradle.
5	**Project Software Development Methodology**	TA remarks: The Sprint planning must be done in the **Gitlab using milestones**. Doing the Sprint Retrospective documents is highly recommended. During the meetings the team has to present everything they did, the rest of the organization methodology being up to us.

6	**Project Template environment**	TA suggestions: It is recommended that the team must use the same IDE for everybody(ex. Eclipse, Intelijj). Group discussions: It was **agreed** that everybody will use Intellij, as it has incorporated many tools that are required in this project.
7	**General stuff**	TA remarks: The feedback must be asked, as it is not provided by default. The material must be provided in pdf, and not in docs. The code of conduct is a living document, and it is recommended to adapt it according to how things are going in the project. The task division between the team members is up to us.