Agenda Template

**Agenda Meeting Week 4**

Location: Drebbelweg

Datum: 7.3.2023

Time: 15:45-16:30

Attendees: Alani Rafael, Daga Aryan, Ioannou Antreas, Purice Victor, Rokoma Anastasia, Zambarta Eirini

**Agenda-items**

15:45 **Opening by chair**

15:46 **Check-in –** How is everyone doing?

15:48 **Announcements**

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

15:52 **Approval minutes -** Did everyone read the minutes from the previous meeting?

15:53 **Task Split and project trajectory (Review)**

How do you like the task split?

Have you started working on the assigned part of the project yet?

When do you think you’ll be done by?

Discuss.

16:00  **GitLab Organisation**

Since we committed new stuff to GitLab we should talk about the

organisation of files.

Check and assess if everything was done accurately.

16:10  **Milestones**

How many issues should we have?

How should we place out our milestones?

16:18  **JFX Tutorials – information + discussion**

Has everyone set up their Spring boot and JFX? With SceneBuilder etc.

If not, what issues are you facing?

Recommended website parts that interested you last time- what did

You see regarding the same this time?

16:22  **Git assignment**

Will we receive a feedback?

If there’s something wrong when can we fix it by?

16:24 **Summary** **action points** – Who, what, when?

16:36 **Feedback round -** What went well and what can be improved next time?

16:38 **Question round -** Does anyone have anything to add before the meeting closes?

16:29 **Closure**