Agenda Template

**Agenda Second OOP Project Meeting**

Location: TU Delft

Datum: 21.02.2023.

Time: 13:45

Attendees: Lazar Polovina, Forfota Ioana, Ketterer

Emilia, Măgirescu Tudor, Smenovski Dimitar ,

Zhang Ziliang, Cristian Soare

**Agenda-items**

13:45 **Opening by chair**

13:45 – 13:55 **Check-in –** How is everyone doing?

**Announcements**

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

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

Have you thought of CoC have we missed something there? Do you have any doubts about it or misunderstandings?

13:55 – 14:00 Backlog

*(Inform/Brainstorm)*

What features we want to have?

(List your top 5)

[14:00 – 14:15]  **Features discussion**

*(discuss)*

14:15 – 14:20 What do you think about your favorite features after discussion?

14:20 – 14:25 **Summary** **action points** – Who, what, when?

14:25 – 14:30 **Feedback round -** What went well and what can be improved next time?

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

14:30 **Closure**