Agenda for 04.04.2023 (Week 8)

**Agenda Team 37**

Location: DW PC1 Cubicle 8

Datum: 04.04.2023

Time: 13:45 – 14:30

Attendees: Johan Bakker (minute taker)

Chiriac Radu

Ignacio Cuñado

Oliwier Jurek

Joey Li

Andrea Vezzuto (chairman)

**Agenda-items**

13:45 - 13:46 **Opening by chair.**

13:46 - 13:47 **Check-in:**

How is everyone doing?

13:47 – 13:49 **Approval of the agenda:**

Does anyone have any additions to the agenda?

13:49 – 13:50 **Approval minutes:**

Did everyone read the minutes from the previous meeting?

13:50 – 13:55  **Agenda-item 1 –** [**Heuristic Usability Evaluation**](https://se.ewi.tudelft.nl/oopp/assignments/heuristic-usability-evaluation/)

We will discuss the next deadline and ask any relevant questions to the TA, particularly with regards to the feedback we received from the draft and how we want to divide the editing process.

14:55 – 14:05 **Agenda-item 2 – Product Pitch**

We will discuss the next deadline, ask any relevant question to the TA. Specifically, we will need to discuss the details of what we want to show, making sure we understand the feedback we have received from the draft and implementing it for the final video.

14:05 – 14:15 **Agenda-item 3 – Product Progress and Final Code Submission**

Show each other and the TA the respective progress we’ve made. Establish what we want to finish before Friday (07.04.2023) and check if we are missing any crucial points from the backlog.

14:15 – 14:25 **Summary** **action points – Who, what, when?**

We will discuss what must be done before our next meeting and divide the tasks accordingly. We will need to keep in mind that some people may be away from Wednesday until Monday due to the Easter holidays, so an online meeting might be best (if needed).

14:25 – 14:26 **Feedback round:**

What went well and what can be improved next time?

14:26 – 14:30  **Question round:**

Does anyone have anything to add before the meeting closes?

14:30 **Closure**