Agenda for 28.03.2023 (Week 7)

**Agenda Team 37**

Location: DW PC1 Cubicle 8

Datum: 28.03.2023

Time: 13:45 – 14:30

Attendees: Johan Bakker

Chiriac Radu

Ignacio Cuñado

Oliwier Jurek

Joey Li (chairman)

Andrea Vezzuto (minute taker)

**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 – 14:00  **Agenda-item 1 –** [**Teamwork Self Reflection (Draft)**](https://se.ewi.tudelft.nl/oopp/assignments/heuristic-usability-evaluation/)

We will discuss the next deadline and ask any relevant questions to the TA.

14:00 – 14:10 **Agenda-item 2 – Product Pitch (Draft)**

We will discuss the next deadline, ask any relevant question to the TA and

Understand what we each need to do to complete this task. In particular, the location of filming the product pitch.

14:10 – 14:15 **Agenda-item 3 – Product Progress**

Show each other and the TA the respective progress we’ve made on both teams.

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.

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**