Agenda for 11.04.2023 (Week 9)

**Agenda Team 37**

Location: DW PC1 Cubicle 8

Datum: 04.04.2023

Time: 13:45 – 14:30

Attendees: Chiriac Radu

Ignacio Cuñado (minute taker)

Oliwier Jurek

Joey Li (chairman)

Andrea Vezzuto

**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 – 13:53  **Agenda-item 1 –** [**Heuristic Usability Evaluation**](https://se.ewi.tudelft.nl/oopp/assignments/heuristic-usability-evaluation/)

We will discuss the next deadline. In particular if everyone is done editing their part based on the feedback we received last week.

13:53 – 13:56 **Agenda-item 2 – Product Pitch**

We will discuss the next deadline. In particular who does the editing and what the final video will look like.

13:56 – 14:05 **Agenda-item 3 – Product Progress and Final Code Submission**

Show each other and the TA the respective progress we’ve made. Establish what we should do for the final touches in order to make our application ready for submission.

14:05 – 14:08 **Summary** **action points – Who, what, when?**

We will discuss what must be done before the deadline and divide the tasks accordingly.

14:08 – 14:09 **Feedback round:**

What went well and what can be improved next time?

14:09 – 14:10  **Question round:**

Does anyone have anything to add before the meeting closes?

14:10 **Closure**