# Taking minutes

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| Location: | PC 1 Cubicle 8 |
| Date: | 21.02.2023 |
| Time: | 14:30-15:30 |
| Attendees: | Johan Bakker  Chiriac Radu  Ignacio Cuñado  Oliwier Jurek  Joey Li  Andrea Vezzuto |

**Agenda items**

**Opening by Chairperson**

The opening was held at 14:30.

**Announcements**

There were no particular annoucements made.

**Approval of the agenda**

Everyone agrees with the agenda for today.

**Approve minutes of prior meeting**

We didn’t have minutes at the prior meeting since it was the first meeting of the team.

**[Agenda item 1] – Code of conduct**

We agreed on shared team values such as respect, we analyzed the assignment description and came out with a definition of our own and how we perceive the assignment as a team. Lastly we agreed on an ambition level we all shared.

**[Agenda item 2] – Backlog (template)**

The team started working on the backlog, first by discussing the stakeholders (user, admin), later we moved to the terminology (board, list, card, tag).

**Summary of action points**

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| --- | --- | --- |
| Action items | Who is responsible | Deadline |
| *Chiarman* | *Chiriac Radu* | *Duration of next week* |
| *Minute Taker* | *Ignacio Cuñado* | *Duration of next week* |
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**Feedback round**

*Andrea – Liked how the topics were structured this meeting.*

*Johan – Appreciated the punctuality of each minute.*

**Any questions?**

*Andrea – Who makles the agenda? Answer: The chairman does and we rotate each week as chairman.*

**Closing**

The meeting closed at 15:30 after we discussed all the topics of the agenda.