# Taking minutes

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| Location: | PC 1 Cubicle 8 |
| Date: | 28.02.2023 |
| Time: | 13:45-14:30 |
| Attendees: | Johan Bakker  Chiriac Radu  Ignacio Cuñado  Oliwier Jurek  Joey Li  Andrea Vezzuto |

**Agenda items**

**Opening by Chairperson**

The opening was held at 13:45.

**Announcements**

There were no particular annoucements made.

**Approval of the agenda**

Everyone agrees with the agenda for today.

**[Agenda item 1] – Git Assignment**

The whole team will finish and upload the Git assignment by the end of the week.

**[Agenda item 2] – Backlog (brainstorm and discuss)**

The team will continue working on this after the meeting on this as well as the code of conduct.

* Instead of having MUST, SHOULD, COULD requirements, group by EPICS in order of our priorities as a group. (e.g. Basic features will be the most important as they will be the base of our application). Basic features is an EPIC, and each advanced features becomes an epic by itself.
* Mock-ups for the advanced requirements is also necessary.
* Split user stories to only one interaction so that its measurable. Be straight to the point. Make different bullet points for each feature.
* Re-write the user story about the recovery key.
* Refer to the mocks when describing the epics.

**CoC (feedback)**

* Consequences and dealing with conflicts were deemed insufficient, hence need to be edited by the team.

**Summary of action points**

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| --- | --- | --- |
| Action items | Who is responsible | Deadline |
| *Chairman* | *Ignacio Cuñado* | *Duration of next week* |
| *Minute Taker* | *Oliwier Jurek* | *Duration of next week* |
| *Meeting on Friday* | *All team members* | *Friday* |
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**Feedback round**

*Team – Meeting went well in general.*

**Closing**

The meeting closed at 14:13 after we discussed all the topics of the agenda.