

*Location:* Drebbelweg

*Datum:* 21/02

*Time:* 13:45

**Attendees:** Daniel, Lucas, Willem, Jakub, Luca, Morty

- Opening by chair
- Check-in – How is everyone doing?
- Announcements
  - No Announcements for this week
- Approval of the agenda
- Approval minutes
  - No minutes of last week so not applicable
- Agenda Items
  - Drive
    - Minutes need to be put in GitLab. Verify GitLab Account, verification email might have been sent earlier.
  - Upcoming deadlines
    - 24 feb: Code of Conduct
    - 24 feb: Backlog (draft)
  - Decide on a fixed time to sit on the project?
    - **After our meetings on Tuesdays**
    - **Code of conduct should be adapted throughout the assignment**
- Summary action points (Who, what, when?)
- Feedback round (What went well and what can be improved next time?)
- Question round (Does anyone have anything to add before the meeting closes?)
- Closure

**AP Lucas: Upload minutes to GitLab once group in GitLab gets made**