

Location: Drebbelweg

Datum: 04/04

Time: 13:45

- Opening by chair
- Check-in – How is everyone doing?
- Announcements
 - How did the report (draft) go?
- Approval of the agenda
- Approval minutes

- Agenda Items
 - Deadlines this week:
 - Heuristic Evaluation Report
 - Product Pitch
 - Final Code Submission
 - Report:
 - Do we want to keep the same schedule (everyone takes the same part)
 - We got a 0 out of 10 for the draft report: look at our feedback and implement it in the final version!
 - Product pitch
 - Do we want to keep the same schedule (everyone takes the same part)
 - Feedback from TA?
 - What do we want to add to our code?

- 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