

Location: Drebbelweg

Datum: 28/03

Time: 13:45

- Opening by chair
- Check-in – How is everyone doing?
- Announcements
 - Two new deadlines on friday
 - Teamwork self reflection (draft)
 - Product pitch (draft)
- Approval of the agenda
 - Anyone want to add anything to the agenda?
- Approval minutes
 - Was last week's minutes clear?
- Agenda Items
 - HCI report
 - How was using overleaf?
 - Group 51's feedback on our UI
 - Technology Feedback
 - All feedback good or excellent
 - Tasks and planning feedback
 - Aspects to improve
 - Effort estimation
 - Assignment tracking
- 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