*Location*: Drebbelweg

*Datum*: 07/03

*Time*: 13:45

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

* Opening by chair
* Check-in – How is everyone doing?
  + Has everyone completed the Git assignment?
  + Make sure everyone has set up the project correctly
  + Any questions regarding the last week’s lectures / Friday meeting
* Announcements
  + There are two new deadlines coming up: a meaningful MR, and the 1st Buddycheck review, both until Fri, Mar 10
* Approval of the agenda (does anyone want to add anything?)
* Approval minutes (does anyone have questions regarding the last week’s minutes?)
* Agenda Items
  + Are we satisfied with how we organized the issues last Friday?
  + Discuss the Checkstyle rules that we want to use throughout the project
  + Discuss commenting and testing rules
  + Assign the GitLab issues to specific people so that everyone has a meaningful contribution
  + Decide how many reviews are required for a MR to be accepted
  + Discuss the current sprint
  + What do we want to achieve during our own meeting
* 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