*Location*: Drebbelweg

*Datum*: 21/02

*Time*: 13:45

* 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
  + Missing Teammate
  + Mattermost
  + Upcoming deadlines
    - 24 feb: Code of Conduct
    - 24 feb: Backlog (draft)
  + Decide on a fixed time to sit on the project?
* 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