Agenda Template

**Agenda [Week 2]**

Location: [Drebbelweg PC-Hall 2]

Datum: [21/02/2023]

Time: [14:30-15:15]

Attendees: [Aleksandra Savova, Marina Madaras, David Dobin, Junwon Yoon,

Luis Cabo Villagomez, Liviu Moanta]

**Agenda-items**

[14:30-14:35] **Opening by chair**

How things went this week, what we got done, talk about the meetings we had on Tuesday and Friday.

[14:35-14:40] **Check-in –** How is everyone doing?

Stand-up meeting

[14:40-14:45] **Announcements**

Deadlines for Code of Conduct and Backlog Draft are this Friday.

[14:45-14:47] **Approval of the agenda -** Does anyone have any additions to the agenda?

[14:47-14:52] **[Code of Conduct]**

*(final choices/discuss feedback)*

[14:52-14:57]  **[Backlog]**

*(Inform/ brainstorm/ decision making/ discuss/ questions about the information we should base it on- Aleksandra)*

[14:57-15:00] **Summary** **action points** – Who, what, when?

Code of Conduct, Backlog, Team progress

[15:00-15:05] **Feedback round -** What went well and what can be improved next time?

[15:05-15:10] **Question round -** Does anyone have anything to add before the meeting closes?

[15:10-15:15] **Closure**