Agenda - Team 41

**Agenda: Week 4**

Location: Drebbelweg, PC Hall 1, Cubicle 9

Datum: 7/03/2023

Time: 16:45 – 17:30

Attendees: Marina Madaras, David Dobin, Junwon Yoon, Luis Cabo Villagomez,

Liviu Moanta (minute taker), Aleksandra Savova (chair)

**Agenda-items**

[16:45 – 16:47] **Opening by chair**

Briefly discussing what progress we have made during last week’s meetings.

* Finalizing the backlog
* Creating mockups
* Setting up the project (Gradle and Spring Boot)
* Discussing the CheckStyle rules
* Distributing individual tasks

[16:47 – 16:50] **Check-in –** How is everyone doing?

[16:50 – 16:53] **Announcements**

* Git Assignment Feedback is now available on the team repository on GitLab.
* We have now started splitting the work into issues and work on the project itself.

[16:53 – 16:55] **Approval of the agenda -** Does anyone have any additions to the agenda?

[16:55 – 17:10] **Showing demo application. What work has everybody done?**

* Showing code to others (if applicable)
* Asking for advice, solving problems (if applicable)
* Managing GitLab repository (committing, merging, solving conflicts) – if necessary
* Questions for teammates/TA

*(Inform)*

[17:10 – 17:15]  **Code Reviews. Receiving feedback**

*(discuss)*

[17:15 – 17:20]  **Task Distribution**

*(brainstorm/ decision making)*

* What needs to be improved? What will we build on?
* Assigning work

[17:20 – 17:22] **Summary** **action points** – Who, what, when?

* Who is assigned to do which tasks?
* When and where is our next meeting?
  + Expected: Thursday, 5 PM, Echo, 1st floor
* What should we discuss on the next meeting?
* What should be done until the next meeting?

[17:22 – 17:25] **Feedback round -** What went well and what can be improved next time?

[17:25 – 17:30]  **Question round -** Does anyone have anything to add before the meeting closes? Is everything clear with the task distribution? Any questions left for the TA?

[17:30 – 17:30] **Closure**