Agenda - Team 41

**Agenda: Week 8 Meeting**

Location: Drebbelweg, PC Hall 1, Cubicle 9

Datum: 04/04/2023

Time: 15:15 – 15:40

Attendees: Marina Madaras, David Dobin (Minute Taker), Junwon Yoon, Luis Cabo Villagomez (Chair), Liviu Moanta, Aleksandra Savova

**Agenda-items**

[15:15 – 15:17] **Opening by chair**

* Discuss what has been done this week.
  + Finished Tags
  + Finished most of customization
  + Finished card details
  + Finished some keyboard shortcuts
  + Product pitch (feedback?)

[15:17 – 15:18] **Check-in –** How is everyone doing?

[15:18 – 15:21] **Announcements**

* We’re done with the basic features! (And most of the rest)

- Code deadline is on Friday so everything must be fully done by

then.

- Need to start testing frontend.

- Long polling doubts.

- Last meeting before code submission

[15:21 – 15:22] **Approval of the agenda -** Does anyone have any additions to the agenda?

[15:22 – 15:27] **Problem solving/Showing code**

* Showing the work we have done and how everything works.
* Solving problems or issues if we are stuck on something.
* Questions for teammates/TA

*(Inform)*

[15:27 – 15:33]  **Task Distribution**

- What will be done until Friday?

- Testing frontend

- Long polling

- Keyboad shortcuts

- Polishing the rest of the functions.

*(Discuss)*

[15:33 – 15:35] **Summary** **action points** – Who, what, when?

* Who is assigned to do which tasks for next week?
* What needs to be finished for Friday
  + Product pitch (final)
  + Final code submission (repository will become read only)
  + HCI report (final)
* When and where is our next meeting?
  + Expected: Thursday, 4:30 PM, Echo.

[15:35 – 15:36] **Feedback round -** What could be done better for next time and what could we improve on?

[15:36 – 15:40]  **Question round -** Does anyone have anything to add before the meeting closes? Is the plan for the rest of the week clear for everyone?

Questions for the TA?

[15:40 – 15:40] **Closure -** Have a nice rest of the day everyone!