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 most of project code
  + Product pitch
  + HCI report

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

[15:18 – 15:21] **Announcements**

**-** Finish minor things for optimization (What’s left?)

- Repository closing today.

- Show product pitch to get feedback from TA.

- Clean up repository!!!

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

[15:22 – 15:32] **Producto Pitch showing**

* 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)*

[15:32 – 15:35]  **Task Distribution/merging**

- Distribute minor things that are left

- Merge the remaining branches.

[15:35 – 15:37] **Summary** **action points** – Who, what, when?

* What needs to be finished for Today
* Delete the extra branched, close off issues etc.

[15:37 – 15:38] **Feedback round**

**-** Any feedback for the self reflection on what we did this week

[15:38 – 15:40]  **Question round -** Does anyone have anything to add before the meeting closes? What has to be done for today? What are we going to discuss after the meeting?

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