Agenda Week 7

**Agenda Week 7**

Location: Drebbelweg, PC Hall 1, Cubicle 9

Datum: 28.03.2023

Time: 16:45 – 17:30

Attendees: David Dobin, Junwon Yoon, Liviu Moanta, Luis Cabo Villagomez, Aleksandra Savova (minute taker), Marina Madaras (chair)

**Agenda-items**

[16:45 – 16:48] **Opening by chair**

Brief discussion about last’s week progress:

* Finalizing the implementation of the basic requirements
* Completing the Heuristic Evaluation Report Draft
* Distribution of individual tasks

[16:48 – 16:50] **Check-in –** How is everyone doing?

[16:50 – 16:53] **Announcements**

* Product Pitch draft is due on Friday
* Implementation of User entity for the multi-board overview
* Implementation of admin features within the application
* Changing the board, card, tag and palette entities in the database
* Testing front-end

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

[16:55 – 17:10] **What features has everybody implemented? Showing demo application**

**(Inform)**

* Showing code to others *(if applicable)*
* Asking for advice and solving problems *(if applicable)*
* Managing of Repository (committing, merging, solving merge conflicts) *(if necessary)*
* Questions for team-mates/ TA

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

**(Discuss)**

* Is everyone on the same page with logic behind the application’s code?

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

**(brainstorm/ decision making)**

* What should we improve on (code/ team-wise)?
* How will we build the next features on top of existing work?
* Assigning work

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

* Who is assigned to do which task?
* When and where is our next meeting?
  + Expected: Thursday (30 March), 5PM, Echo
* What needs to be done by 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?
* Are there any questions left for the TA?
* Is the task distribution clear?

[17:30 – 17:30] **Closure**