Agenda Template

**Agenda Week 2**

Location: Drebelweg PC-Hall 1

Datum: February 21st, 2023

Time: 14:45

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.

* Code of Conduct and Backlog Draft should be uploaded this Friday on ‘Gitlab’ instead of ‘Mattermost’
* The Backlog for this Friday is just a draft, doesn’t have to be a complete version.
* The notes for weekly meeting should also be uploaded on ‘Gitlab’ as well.
* We should submit everything via ‘Gitlab’, we only used ‘Mattermost’ for first week because we didn’t have any repositories.

[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)*

Fixation of code of conduct

- The last chairperson will be responsible for everything until next week's meeting

- Consult the TA if we can't meet a consensus

- Sprint starts after the Tuesday meeting and ends on the following Tuesday meeting

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

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

* Examples will be provided on the following lectures.
* Same name should be allowed? -> No, no duplicate names are allowed.
* No registeration vs Auto synchronized
* Boards, they should be something like [TODO, Doing, Done]
* Figure out what Multi-Board in Advanced features -> We’ll figure out this later on the upcoming lectures
* Non-Functional vs Functional
  + Functional – How the system should work. Ex) An user should be able to add boards
  + Non-Functional – How the system should perform. Ex) The code should be written in Java
* Should multiple users be able to edit a single schedule? -> We’ll discuss about it briefly after the meeting!
* What is user, when there’s no resgisteration? -> Benchmark Google Docs (Anonymous Goat, Anonymous Capybara etc)
* We could use the given template of Backlog, but using OverLeaf is always also a good option.
* Reusing materials from last years is allowed

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

Code of Conduct, Backlog, Team progress

* Meeting should be held on Thursday 17:00

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

* None, since we didn’t work on any code
* Preferably some constructive feedback starting from next week!

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

* When do we get access to our repositories? -> Hopefully, this Friday
* We could start coding from Week 3
* They want us to work on every part of the project. Ex) Backend and Frontend

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