Format agenda

**Agenda [Meeting week 2]**

Location: [Instruction Room 2]

Date: [15-2-2022]

Time: [16:45-17:30]

Attendees: [Yannick Rijsenbrij, Michiel Bakker, Arthur Jacques, Jakub Patałuch,

Francisco Ruas Vaz, Rares Toader]

Chair: [Yannick Rijsenbrij]

Note taker: [Michiel Bakker]

**Agenda-items**

[16:45 - 16:47] **Opening by chair**

[16:47 – 16:50] **Check-in**

[16:50 – 17:00] **[Agenda-item 1] – [Finalize backlog]**

*(deciding)*

Add any new requirements, Change importance of some

requirements, Split into functional and non-functional.

[17:00 – 17:10]  **[Agenda-item 2] – [Start with Code of conduct]**

*(discussing)*

Discuss the most important points for the code of conduct and merge

them together into one.

[17:10 – 17:12] **Summary** **action points** – Finalize Code of conduct. Chairman

uploads agenda and secretary uploads notes on Gitlab.

[17:12 – 17:20] **TA Time – Anything the TA has to say**

[17:20 – 17:25] **Feedback Round**

[17:25 – 17:29] **Question Round**

[17:29 – 17:30] **Closure**