



# Role of Secretary

The secretary is responsible for taking notes during the meeting but also helps the chair with preparing and following up on action items. In addition, the secretary is responsible for communication with team members and the teaching assistants and for organizing documents. This means that the secretary is responsible for submitting documents to Brightspace on time.

## Tips for taking minutes

- Prepare the meeting well, so you know the agenda items and objectives.
- Limit the minutes to what was discussed and decided in the meeting.
- Make a clear note of the actions: what the agreement entails, when the action must be carried out, and who is responsible.
- Elaborate on the notes and share with team members and/or non-team members.

## Take minutes of what was decided and what actions were taken

Record (so write down) what was decided and what actions there are. You are free to take detailed notes of the entire meeting. But it can take a lot of time and is not always necessary. Therefore, it is recommended to limit yourself to the main discussed topics and to list decisions and action points. This is sufficient for keeping track of your project meetings. You can, for example, use one list that is attached at each meeting with the new decisions and/or actions. You can think of tools like Miro or Trello and such to keep track. Each decision must be accompanied by the date (i.e., during which the meeting) the decision was taken. We provide a solution for this in the template below.



# Taking minutes

## Agenda for the team meeting.

Location: PC Hall 1  
Date: March 1  
Time: 14:45  
Attendees: Borislav Semerdzhiev  
Christopher Charlesworth  
Maosheng Jiang  
Ivans Kravcevs  
Sashwat Sahay  
Stefan Stoicescu

## Agenda items

### Opening by Chairperson

#### Sprint 1 - Summary.

- QUESTION: All the merges have to be done by Monday 5PM**
- QUESTION: Message body for PUT (front-end).**
- QUESTION: No testing for front-end FXML/controllers (unless they use requests).**
- QUESTION: Question about too many issues answered at the end.**
- QUESTION: For further in depth testing research Moquito (or Mochito?).**

#### PROGRESS:

- Java classes, controllers for GET/POST/PUT , FXML files and controllers
- FOR NEXT TIME: prepare demo beforehand (Before TA meeting)
- Backend and frontend controllers are not integrated.
- Repository not yet connected.
- Sprint plan should have been here.
- TAKE CODE REVIEW MORE SERIOUSLY(Ask questions).
- More comments on all commits and merge requests.
  
- Create a sprint retrospective.

We have reached the conclusion that goals from first week were too optimistic.  
Gitlab board are not well organised( “Done” board - before closed). Issues should follow the workflow of: Backlog -> Sprint X -> WIP -> Done -> Closed(After Meeting).  
Each team member should choose issues from the “Sprint X” board and work on them.  
All remaining issues that are not worked on are either closed or moved back to the backlog.

#### [Agenda item 2] - Teams.

- Working in teams could help us split work.



—Meetings should be used to distribute tasks instead of staying together to work on them.

**[Agenda item 3] - Expectations.**

—By this week we should have connected frontend and backend. (Running behind on this)

—But the front-end and back-end are good, connection is missing. (Possible goal for Sprint 2)

**[Agenda item 4] - HCI assignment:**

We should strive to hit the maximum word limit.

Review will come today after meeting.

**Summary of action points**

*Give an overview of the division of tasks. What is expected from whom and when? Make an action list.*

Action items	Who is responsible	Deadline
Create Sprint 2 board	All	1 March 2022
Create Sprint 2 retrospective	To be decided during Sprint 2 meeting.	TBA

**Feedback round**

***No feedback round at this meeting.***

**Closing**

*No minutes*