



# Format agenda

## Agenda [Meeting name]

Location: Drebelweg PC1 backroom  
Datum: 15.03.2022  
Time: 2:45 PM  
Attendees: Borislav Smerdzhiev  
Ivan Kravcev  
Christopher Charlesworth  
Maosheng Jiang  
Stefan Stoicescu  
Sashwat Sahay

## Agenda-items

[start-end time] **Opening by chair**

[start-end time] **Sprint review**

- The initial goal of the sprint
- Requirements that were contained within the sprint
- Requirements that were met during the sprint
- What went well or went poorly during the sprint
- Any adjustments that are going to be made moving forward
- Closing information about the next sprint
- What has and has not yet been done?
- Any challenges encountered during the sprint.
- Any wins during the sprint.
- Changes from the original plan.
- The next steps for the sprint team.

[start-end time] **Backlog summary**

- what has been done so far?
- what needs to be done?



[start-end time]

### **Talk about next sprint**

- What is our main goal for the next sprint?
- What can we improve next sprint based on how the last sprint went?
- Talk about issue creations
- Split issues amongst team-members

[start-end time]

### **Show product**

- Show what we have done so far.
- Show polling from client side.

[start-end time]

### **Question Round/Question about technical issues**

- How to poll from the client side. Issues when polling from client side. crashes.
- Is the code review sufficient?
- What are the areas where we are doing good/ on track.
- How many times should we check git? How many merge requests should we approve per week?

[start-end time]

### **Closure**