Agenda Template

Agenda [Meeting name]

Location: [DW PC1]
Datum: [07/03/2023]
Time: [14:30-15:15]
Attendees: [Everyone]
Chairman: [Lucas Witte]
Minute Taker: [Andreas Tsatsanis]

Agenda-items

[14:30-14:31]   **Opening by chair**

[14:31-14:32]   **Check-in –** How is everyone doing?

[14:32-14:35]   **Announcements** (from people in the group)

[14:35-14:38]   **Approval of the agenda -** Does anyone have any additions to the agenda?

[14:38-14:40]   **Approval minutes -** Did everyone read the minutes from the previous meeting?

[14:40-14:45]   **[Agenda-item 1] – [Potential issues with template]**
Does everyone have a working template? (Can you start the main server/client and are you able to open the scene builder)

[14:45-15:00]   **[Agenda-item 2] – [Creating tasks/issues]**
Let's brainstorm about meaningful merge requests we can make. We already have some ideas such as the card/list/board classes and we can make scenes for the different pages. We can now use the official backlog for it. We should then put the tasks in the issue tracker in GitLab.

[15:00-15:05]   **[Agenda-item 3] – [Brainstorm weekly milestones]**
We can already quickly brainstorm about weekly milestones. So what will the rough weekly planning be.

[15:05-15:10]   **Summary action points** – Who, what, when?

[15:10-15:12]   **Feedback round -** What went well and what can be improved next time?

[15:12-15:14]   **Question round -** Does anyone have anything to add before the closes?

[15:14-15:15]   **Closure**