



Agenda Template

Agenda Meeting Week 6

Location: [DW PC1]
Datum: [21/03/2023]
Time: [14:30-15:15]
Attendees: [Everyone]
Chairman: [Galya Vergieva]
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] – Overview of the application so far**
Explaining the progress so far and checking what everyone has been working on.
- [14:45-15:00] **[Agenda-item 2] – Heuristic evaluation discussion**
What does it mean that Friday is the deadline for a draft? Do we show mocks of the app? Where do we submit the evaluation?
- [15:00-15:05] **[Agenda-item 3] – focus on the future tasks**
We discuss what we have to do from now on to finish the app and how to properly distribute the app.
- [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