



Agenda Week 7

Agenda Meeting of Week 7

Location: DW PC1 cubicle 10
Datum: 28.03.2023
Time: 13:45 - 14:30
Attendees: All team members + Head TA
Chair: Marius Frija
Minute taker: Zico Krassenburg

Agenda-items

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| 13:45 | Opening by chair |
| 13:45 - 13:48 | Check-in – How is everyone doing? |
| 13:48 - 13:50 | Approval of the agenda - Does anyone have any additions to the agenda? |
| 13:50 - 13:55 | Basic Requirements (Current state of application) + Next milestone <ul style="list-style-type: none">- Short discussion, have we successfully implemented all the basic requirements?- Performing a quick demo of the application- Identifying current issues, proposing solutions and delegating their implementation- Discuss and plan the implementation of the advanced requirements |
| 13:55 - 14:05 | Heuristic User Evaluation (Deadline: Fri, April 7) <ul style="list-style-type: none">- Analyze the current state of the draft, determine which sections require more work or changes- Delegate the tasks between team members and determine a strict deadline for the final version |
| 14:05-14:20 | Product Pitch (Draft) (Deadline: Fri, Mar 31) <ul style="list-style-type: none">- Did everyone understand the requirements? Brief summary of the requirements- Decide on the presentation format, time, location and method of filming the video- Discuss about creating a script for each section of the presentation + distribute the content equally between each speaker |



14:20 - 14:25	Teamwork Self Reflection (Deadline: Fri, Mar 31) <ul style="list-style-type: none">- Did everyone understand the requirements?
14:25 - 14:28	Summary action points – Who, what, when?
14:28 - 14:30	Feedback round - What went well and what can be improved next time?
14:28 - 14:30	Question round - Does anyone have anything to add before the meeting closes?
14:30	Closure