Agenda Week 6

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Location: DW PC1 cubicle 10

Datum: Tuesday 7 March 2023

Time: 13.45-14.30

Attendees: All team members + TA

**Chair:** Yulia Waarsenburg

**Minute taker:** Matthias van Vliet

**Agenda-items**

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?

13.50-14.10  **Basic requirements (Group deadline: 24/3/23)**

* *Short discussing, what has been merged so far*
* *The remaining issues, which still need to be done*
  + *mIs the deadline doable?*
* *Dividing the tasks: who is going to do what?*
* *Time for advanced requirements?*
  + *How many advanced requirements do we want to do?*

14.10-14.20 **Heuristic Usability Evaluation Draft (Deadline: Fri, Mar 24)**

* What still needs to be done?
  + Results & Conclusions/Improvements
  + How are we formatting raw results?
  + GUI changes
* Setting a group deadline

14.20-14.25 **Summary** **action points**

* *What is going to happen in the time period to the next meeting?*
* *Deciding on the new chair and minute taker*

14.25-14.28 **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**