Agenda Week 2

**Agenda Week 2 (Finalizing Code of Conduct and starting draft of Backlog)**

Location: To be announced (Probably DW PC3)

Datum: Tuesday 21 February 2023

Time: 13.45-14.30

Attendees: All team members + TA

**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 **Getting started with the draft of the backlog (Deadline Friday 24th)**

* *Has everybody understood the assignment? Is everyone on the same page?*
* *Deciding on the basic layout of the backlog*
* *Deciding on what deadline we set for ourselves, i.e. when do we hand in the assignment and who is responsible for handing in the assignment?*
* *Deciding what we consider as a “Draft” for the backlog*
* *Maybe it is good to divide the backlog into sections, because it could be inefficient if we work all six on one thing in de backlog*

14.10-14.20  **Finalizing the Code of Conduct (Deadline Friday 24th)**

* *Deciding on the last empty fields in the Code of Conduct.*
* *Deciding on what deadline we set for ourselves, i.e. when do we hand in the assignment and who is responsible for handing in the assignment?*

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**