Agenda Week 4

**Agenda Week 4 (merge requests)**

Location: DW PC1 cubicle 10

Datum: Tuesday 7 March 2023

Time: 13.45-14.30

Attendees: All team members + TA

**Chair:** Rebecca Nys

**Minute taker:** Matei Hristodorescu

**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  **Everybody has a meaningful MR (Deadline: Fri, Mar 10)**

* *Discussing what has been merged so far.*
* *Going over the current issues.*
* *Do we want to add any issues?*
* *Dividing the tasks: who is going to do what?*

14.10-14.15 **Buddycheck 1 (Deadline: Fri, Mar 10)**

* *Reminder to do the first buddycheck this week.*

14.15-14.20 **Heuristic Usability Evaluation (Deadline: Fri, Mar 24)**

* *Discussing the assignment now since we don’t have a meeting with TA next week.*

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**