Agenda Week 8

**Agenda Meeting of Week 8**

Location: DW PC1 cubicle 10

Datum: 4.04.2023

Time: 13:45-14:10

Attendees: All team members + Head TA  
 **Chair**: Matei Hristodorescu  
 **Minute taker**: Rebecca Nys

**Agenda-items**

13:45 **Opening by chair**

13:45 - 13:47 **Check-in –** How is everyone doing?

13:47 - 13:50 **Approval of the agenda -** Does anyone have any additions to the agenda?

13:50 - 13:55 **Current state of application (Deadline: Friday, April 7)**

* Short discussion, have we successfully implemented all the basic requirements?
* Performing a quick demo of the application
* Discuss the advanced requirements. Do we want/still have time to implement any?
* Discuss the technology rubric.

13:55 - 14:00 **Heuristic User Evaluation (Deadline: Friday, April 7)**

* Analyze the current state of the draft, determine which sections need more work or haven’t been written yet.
* Delegate the tasks between team members and determine a strict deadline for the final version.

14:00 - 14:05  **Product Pitch (Deadline: Friday, April 7)**

* Discuss the current video. Which parts do we still need to film? Do we want to reshoot anything?

14:05 - 14:07 **Summary** **action points**

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

14:07-14:09 **Feedback round -** What went well and what can be improved next time?

14:09-14:10  **Question round -** Does anyone have anything to add before the meeting closes?

14:10 **Closure**