Taking minutes

**Agenda for the team meeting Application.**

Location: DW PC1 Cubicle 10

Date: 11/4/23

Time: 13.45-14.30

Attendees: Frija Marius, Hristodorescu Matei, Krassenburg Zico, Nys Rebecca, van Vliet Matthias, Waarsenburg Yulia

11/4/23

**Chairperson***: Matthias van Vliet*

**Minutetaker***: Frija Marius*

**Agenda items**

**Opening by Chairperson**

Small welcome + common approval of the agenda

**Approval of the agenda**

*(Does anyone have any additions to the agenda? what is missing that you would like to discuss?)*

No additions to the agenda were proposed.

**Approve minutes of prior meeting**

**[Agenda item 1] - Current state of application (Deadline: April 11) 13:50 - 13:55**

*Describe in outline what was discussed in content and how you came to an outcome/finding. Was the purpose of the meeting (to inform/ brainstorm/ decide/ discuss) achieved? This (possibly) results in actions that you record in the action list.*

*Brief Summary:*

* The application corresponds to all the basic requirements

*Remark made by the TA regarding the current state of the app:*

* Information must be presented to the users in order to know how to efficiently use drag and drop

*Information provided by the TA regarding exam preparation:*

* go through all the slides and revise all the lecture material (software related and especially teamwork related)
* have a good understanding of the architecture of the app
* be confident during the presentation
* the oral examination takes an overall of 15 minutes with approximately 3 minutes per person

*Changes to the current version that are to be made:*

* Implement an “information” button to the overview of the board which informs the users about how to use drag and drop functionality

**[Agenda item 2] - Heuristic User Evaluation (Deadline: April 11) 13:55-14:00**

*Remark of the TA:*

We should focus on showcasing the improvements done to the application based on the evaluators feedback.

*Improvements that need to be made:*

* get rid of the abstract
* add more screenshots of the prototype
* add more screenshots to the improvements section

**[Agenda item 3] - Product Pitch (Deadline: April 11) 14:00-14:05**

*Changes to be made:*

* Shorten the longest individual videos in order to fit in the time limit

**[Agenda item 4] - Announcements 14:05-14:07**

*Brief Summary:*

* The chair reminded everyone about completing the Buddy Check assignment and Team Self Reflection assignment till the official deadline: Fri, 14 Apr
* The chair underlined that it is important that everyone should prepare thoroughly for the examination of the next week

**Summary of action points**

*Give an overview of the division of tasks. What is expected from whom and when? Make an action list.*

| Action items | Who is responsible | Deadline |
| --- | --- | --- |
| Make the necessary modifications to the HUE | Waarsenburg Yulia, Matthias van Vliet | 11 Apr, 20:00 |
| Concatenating all the individual videos | Zico Krassenburg | 11 Apr, 20:00 |
| Implementing an informative button in the main overview of the application | Rebecca Nys | 11 Apr, 20:00 |
| Adding additional slides to the mockup | Matthias van Vliet, Marius Frija | 11 Apr, 20:00 |

**Feedback round**

*Give each other space to give and receive feedback (tip and top).*

*Discuss with your fellow students whether you want to take notes of this or not.*

No feedback provided.

**Any questions? None**

*If there are any important announcements, you can take minutes.*

No questions were put forward.

**Closing**

*No minutes*

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