Taking minutes

**Agenda for the team meeting Application.**

Location: DW PC3

Date: 21/2/23

Time: 13.45-14.30

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

21/2/23

**Chairperson***: Matthias van Vliet*

**Minutetaker***: Yulia Waarsenburg*

**Agenda items**

**Opening by Chairperson**

* *Small welcome & approval agenda*

**Approval of the agenda**

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

* Talking about the deadlines this week (Backlog, Product of Conduct)

Addition agenda:

* Splitting the work for the backlot

**Approve minutes of prior meeting**

No minutes of prior meeting.

**[Agenda item 1] - Backlog 13:50 - 14:10**

*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.*

* Short 2 min does anyone understand the assignment
* Everyone has checked it

**Backlog has 4 parts**

1. Stakeholders
2. Must (needed for passing)
3. should & could (The more advanced features)
4. Mocks - We can divide this

**Recommendation TA** : 1, 2, 3 should be done together

Mocks: can be divided eventually

**When how/are we going to do the backlog:**

* Rough draft we can work on in our own time based on the template one from the previous year.

- Adding comments to each other's work

-Shared document

* After the assignment is posted we add/delete some parts we don’t agree on.

**The group deadline is thursday 24:00**

Draft: the thing you hand in will get checked by the TA so basically all the components should be in the draft and then after feedback correcting the draft to the final product:

Questions we may specifically want to ask during the client Q&A 2:

* Think about it at home and take a look at the intro slides.
* No specific questions
* Listen to peers and their questions

**Clarifications application discussed:**

*Question: Card == Title*

The cards within a list don’t have any specific descriptions, or more specifications except the title. So your board consists of lists with items, which differ by title.

Only if you click on the actual card a description, title, and the list of tasks are available

*Question: Client-Server Application(Spring Boot + JavaFX)*

We are supposed to make a client-server application. Which we can run on local machines. So for example one instance runs the client-server, but the client side and another runs the server side.

**[Agenda item 2] - Code of conduct 14.10-14.20**

We finalized the code of conduct. For more details take a look at it. Here is just a summary that we talked about.

***Behavior part / Dealing conflicts:***

* Respect
* Listen to each other & Just share your opinion

**Meeting preparations & frequency:**

* Changes over time

**Decision making:**

* Trying to reach consensus otherwise majority vote

**Consequences:**  first discuss with person self then Discuss with TA and move on

**Success factors:** - Were everyone participated equally

Norms or evaluation criteria:

1. Keeping deadlines.

2. Being on time for meetings.

3. Doing the work you were assigned.

4. Try to help each other as much as possible and making our work as easy to understand as possible for others.

5. Putting in effort & Quality work (bad & good work don’t combine well)

**Summary:**

* We have discussed how we are going to do the backlog
* We have set a deadline for our group self
* We have discussed some clarifications we need to know for our backlog/application
* The product of conduct is finalized for now
* We chose a new chair & minutetaker
* Some tips discussed for the next meeting

**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 |
| --- | --- | --- |
| Backlog splitting | All of us work on point 1, 2, 3  Mocks we divide and division is done this week | Team: 23 feb 24:00,  Draft: 24 feb |
| Finalize product of conduct | All of us finalized the product of conduct today | 24 feb 24:00 |
|  |  |  |
|  |  |  |

**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.*

* Agenda needs to be shared with team members + TA sunday evening
  + Also need to upload in mattermost otherwise TA can’t see it.
* All the team members did great this meeting. For all the meetings just prepare the things in the agenda and know what we are going to discuss.

**Any questions? None**

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

**Closing**

*No minutes*

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