



Agenda Template

Agenda [Meeting name]

Location: DW PC1, Cubicle 13
Datum: 04-04-2023
Time: 14:15 – 14:40
Attendees: Simona (Chairperson), Augustinas (Minute Taker), Atanas, Radu, Yashaditya, Zhuoyue

Agenda-items

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|-----------------|---|
| [14:15 – 14:16] | Opening by chair |
| [14:16 – 14:18] | Check-in – How is everyone doing? What is the general feeling regarding the final product? |
| [14:18 – 14:23] | Last week's breakdown – What did each of us work on last week? |
| [14:23 – 14:25] | Shippable product presentation |
| [14:25 – 14:27] | How much of the backlog is implemented? |
| [14:27 – 14:30] | Task Division |
| [14:30 – 14:32] | Upcoming Deadlines (assignments) |
| [14:32 – 14:37] | Questions for the TA.
(+ flagging situation) |
| [14:37 – 14:38] | Choose next chair and decide time for next meetings. |
| [14:38 – 14:39] | Questions – Does anyone have anything to add before the meeting closes? |
| [14:40] | Closure. |