Agenda Template

Agenda [Meeting of Week 3]

Location: DW PC1 cubicle 13
Datum: 28-02-2023
Time: 14:45 - 15:30
Attendees: Atanas(Chairperson), Zhuoyue(minute taker) , Augustinas, Simona, Radu, Yash

Agenda-items

14:40 - 14:41   **Opening by chair**

14:41 - 14:42   **Check-in –** How is everyone doing?
Generally good but also a bit confused.

14:42 - 14:44   **Announcements -** Our current process and agenda for this meeting

14:44 - 14:45   **Approval of the agenda -** Does anyone have any additions to the agenda?
Everyone agrees with the agenda, some questions were added.

14:45 - 14:55   **Discussion about the front-end design of our application**
(discuss & decision making)

We agreed to have a **starting page** leading to different pages for users/admin.
For the user's front-end page, we have a **basic draft** and everyone agrees with it. We'll use links for a user to search the board instead of listing all boards on the page.
We also agreed to add an **edit button** on the page so that users with a password can edit the board.
For admins, we'll use a **hardcoded** password.
Also, we discussed about some **advanced features** :

- drag and drop of lists
- edit titles of lists by clicking the title
- have a extra tab for boards that a user have joined
- keyboard control to switch between boards

14:55 - 15:06   **Discussion of the GitLab assignment**
(brainstorm & discuss)

Some of us already did the assignment and have some questions about the assignment. From the q&a with the TA and Sebastian we know that change history doesn't matter and we should include integrating changes and fixing conflicts during the assignment. The assignment is pass or fail (and not easy to fail).
We agreed to all start doing the assignment before Thursday. If anyone needs help with the assignment, we'll assist them at Thursday's meeting.

| 15:06 - 15:16 | **Questions to discuss with TA (might change after Monday's session)** |

- **Q:** How can we structure the **epics** for backlog?

  A: We need to have **an epic for minimal app** (a container of features). We also need to have **separate epics for every advanced feature**. User stories are needed but acceptance criteria are not necessary for every user story.

  Discussion: We'll change our MUST section to the epic for minimal app. We'll regroup the advanced features from SHOULD and COULD and create separate epics for that.

- **Q:** When will we have the **official backlog** and how can we manage to have meaningful merge requests before ddl?

  A: We'll have the official backlog **next week**. And before that, we can **start to create issues for basic features** according to our own backlog.

- **Q:** Can we use extra libraries or **update the gradle version**?

  A: No, we can't. It's for making sure everyone has the same setting. We can also clarify this with Sebastian.

| 15:16 - 15:18 | **Choose next chair and decide time for next meeting** |
(decision making)
Yash will be the next chair and Atanas will be the next minutes taker.
Next meeting is scheduled on Thursday 10:00 a.m. in dw. We also want to have an extra meeting this week except for the Thursday meeting. The specific time will be decided in Thursday's meeting.

| 15:18 - 15:20 | **Summary action points -** Who, what, when? |
(table below)

| 15:20 - 15:23 | **Feedback round -** What went well and what can be improved next time? |

| 15:23 - 15:24 | **Question round -** Does anyone have anything to add before the meeting closes? |
The meeting went well and we finished everything on the schedule.

| 15:24 - 15:25 | **Closure** |

Tasks to complete

Action item	Who is responsible	Time/deadline	Note
Upload the schedules for Week2 & Week3 in gitlab.	Chair	Just after this meeting ends	
Upload the minutes for Week2 & Week3 in gitlab.	Minute taker	Just after this meeting ends	Create a file to store minutes.
Have a meeting	All	Thursday 10 a.m.	The location is DW.
Change code of conduct	All	Thursday's meeting	1. Change to a single pdf or .md file 2. Change insufficient sections. 3. Upload to gitlab.
Change backlog	All	Thursday's meeting	1. Change to a single pdf or .md file 2. Change user story to include only functional requirements. 3. Add epics. 4. Upload to gitlab.
Finish gitlab assignment	All	Thursday's meeting	
Continue front–end design	All	Thursday's meeting	Add view for starting page and page for admin.
(Optional) Decide specific ddls for the progress of the project.	All	Thursday's meeting	
Schedule next meeting	All	Thursday's meeting	

Other notes (suggestions from TA)

1. Expectation for epics:
   - minimal app
   - multi boards
   - details
   - tages
   - customization
   - keyboard shortcut
   - passwords protection

2. User story should include only functional requirements.
3. For backlog we should focus on clear structure.
4. Start coding this week!