

Agenda Template



Agenda [Meeting name]

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

Agenda-items

- [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?
Everyone is feeling good! We need to fix some bugs because this is the last day of coding.
- [14:18 – 14:23] **Last week's breakdown** – What did each of us work on last week?
Atanas – passwords
Zhuoyue - colors
Yash – start keyboard shortcuts, drag and drop for subtasks
Radu – queries for tags
Augustinas – design, bug fixes, heuristics, shortcuts
Simona – keyboard shortcuts, long polling
- [14:23 – 14:25] **Shippable product presentation** – What have we succeeded to implement? Are there any more requirements? Are there any obvious flaws in our product, that we need to work on during this last day?
There are a few bugs but we can get through it.
- [14:25 – 14:27] **How much of the backlog is implemented?** – Since this is the final meeting, we can discuss what we could have done better. Have we missed anything? Did we prioritize correctly?
We accidentally missed a user story, but we have adapted our design without it, so we decided to ignore it.
The design of password protection in the backlog is confusing, we need to ask the lecturer about it.
(We have been told that choosing another design is alright as long as we respect the user stories)
- [14:27 – 14:30] **Summary of the performance of the team** – What did we succeed to create as a team?



This point was not addressed, but as we stated at the start of the meeting, everyone is feeling good about the product.

[14:30 – 14:32]

Upcoming Deadlines (assignments)

Heuristics, Product Pitch, finish coding – deadline today.

Self-reflection and Buddycheck – deadline Thursday

[14:32 – 14:37]

Questions for and from the TA.

The presentation will happen either on Tuesday or on Thursday.

Some sample questions:

- **Can you describe how sending an API request works?**
- **For what did you use web sockets?**

We should master the concepts that were taught in the lectures.

Assignments:

- **HCI & Self-reflection: the upper bound of the word count is not very strictly enforced.**
- **We should not add an “Abstract” section in the Self-reflection.**
- **Introduction is not necessary in the Self-reflection.**

[14:37 – 14:39]

Questions – Does anyone have anything to add before the meeting closes?

[14:40]

Closure.