Agenda Template

Agenda [Meeting name]

Location: DW PC1, Cubicle 13
Datum: 28-03-2023
Time: 14:45 – 15:30
Attendees: Simona (Chairperson), Radu (Minute Taker), Atanas, Augustinas, Yashaditya, Zhuoyue

Agenda-items

[14:45 – 14:46]   **Opening by chair**

[14:46 – 14:48]   **Check-in –** How is everyone doing? What is the general feeling regarding the final product?

[14:48 – 14:50]   **Announcements –** Our current process and agenda for this meeting.

[14:50 – 14:51]   **Approval of the agenda -** Does anyone have any additions to the agenda?

[14:51 – 14:56]   **Last week's breakdown –** What did each of us work on last week?

[14:56 – 15:00]   **Shippable product presentation**

[15:00 – 15:02]   **How much of the backlog is implemented?**

[15:02 – 15:07]   **Task Division –** What is the general impression about the current task division? Are we sure we will meet our personal deadlines?

[15:07 – 15:15]   **Upcoming Deadlines (assignments)**

[15:15 – 15:20]   **Questions for the TA.**

[15:20 – 15:25]   **Choose next chair and decide time for next meetings.**
                         (+ proposal of 3 meetings / week)

[15:25 – 15:27]   **Short debriefing –** What went well this meeting? What should be improved next time?

[15:27 – 15:30]   **Questions –** Does anyone have anything to add before the meeting closes?

[15:30] **Closure.**