

Agenda Template

Agenda [Meeting of Week 6]

Location: DW PC1 cubicle 13
Datum: 21-03-2023
Time: 14:45 - 15:30
Attendees: Radu(Chairperson), Yashaditya(minute taker) , Augustinas, Simona, Atanas, Zhuoyue

Agenda-items

14:45 - 14:46	Opening by chair
14:46 - 14:48	Check-in – How is everyone doing? How is everybody feeling with the project so far, especially now that we are stuck in to coding?
14:48 - 14:49	Announcements - Our current process and agenda for this meeting
14:49 - 14:50	Approval of the agenda - Does anyone have any additions to the agenda?
14:50 - 14:52	Shippable product presentation
14:52 - 14:57	Where are we with the backlog
14:57 - 15:12	Discussion about the design of the app and upcoming deadline
15:12 - 15:18	Questions to discuss with TA.
15:18 - 15:20	Choose next chair and decide time for next meeting(s). <i>(decision making)</i>
15:20 - 15:23	Feedback - What went well and what can be improved next time?
15:23 - 15:25	Questions - Does anyone have anything to add before the meeting closes?
15:25 - 15:30	Closure