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?

    Everyone is doing good and feels like we are on a good track. Basic app is done.
Working on extras.

[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?

    Simona: Implemented Drag and Drop for the basic app requirement
    Radu: Started working on adding a list of tags to the overview and add support for
    editing/removing tags
    Atanas: Refactored frontend, fixed components and refresh methods, took the admin
    task and implemented it
    Augustinas: Mostly heuristics assignment and worked with the client part of the app
    Yashaditya: Implementation of backend tests, started tasks regarding card details
    Zhuoyue: Helped Atanas with refactoring frontend, fixed tests, started 2 issues

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

    Atanas presented the current state of the application.

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

Done the basic app.
Divided everything until the password protection into tasks.

[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?

Everyone is sure that they can finish at least one of their tasks by next week.

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

Teamwork Self Reflection (draft) - personal
Product Pitch Video (draft)

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

Q: Does the design influence the grade?
A: The focus is not put on the design too much. The "maturity" is taken into account. The workflow should be good.

Q: More functions or more quality?
A: Focus on functions, but make them solid and stable.

Q: Long Polling and sockets at the same time? Is that mandatory?
A: Yes, an example is needed in the app. The whole app can follow a particular style other than an example using each.

Announcements:

-10 days left!!
-Expectation: 2 merge requests per week
-Self reflection instructions under Assignment -> Teamwork scroll down to Self Reflection, upload to Brightspace (it is a pass/fail). Add the word count! Upload as PDF.
-Product pitch: what does the app do?
-Starting next week: 25min meeting (shorter), just show product, say what everyone did and ask questions

[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.