



Agenda Template

Agenda [Meeting of Week 3]

Location: DW PC1 cubicle 13
Datum: 07-02-2023
Time: 14:45 - 15:30
Attendees: Yashaditya (Chairperson), Atanas (minute taker) , Augustinas, Simona, Radu, Zhuoyue

Agenda-items

- 14:40 - 14:41 **Opening by chair**
- 14:41 - 14:43 **Check-in** – How is everyone doing? How is everybody feeling with the project so far, especially now that we are stuck in to coding?
Everyone is feeling alright. Division of tasks will be talked about later.
- 14:43 - 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 approves of the agenda.
- 14:45 - 14:55 **Discussion about the split team method, implementation and finalizing**
(discuss & decision making)
We created a baseline application. We split into two teams. Fron-end and back-end team. Our progress has been okay this week. Front-end group: Yash, Zhuoyue, Atanas. Back-end group: Augustinas, Simona, Radu. We used Scenebuilder for frontend. Demonstration of baseline application. Talking about code inspectors. All people should have individual branches. We should work separately for different features. Plan the task distribution properly. Split features and create meaningful MRs for everyone
- 14:55 - 15:05 **Next steps** - What & when are we implementing next (and who's doing what)
Implement connection form. Think of a way to fix connection forms. Simona suggested having a button, which fills out the default address. We don't need labels and epics, but we need milestones and issues.
- 15:05 - 15:10 **Task Division review** - An overview of how we are dividing our tasks and how everybody is feeling on this important topic.
We need to create a schema(order in which we are going to do the features). This way conflicts will be minimized. Tasks are:
- 1. Add new Container Feature*
 - 2. Add new Card Feature*
 - 3. Fix WebSockets*
 - 4. Checkstyle*
 - 5. Create connection form*



6. Make the front-end more beautiful 😊

7. Fix front-end issues

15:10 - 15:18 **Questions to discuss with TA.**

Discussion about the code that will be merged. We need to discuss code in gitlab. Discuss the quality of the code, ask questions if you are not sure, how a piece of code works. The comments should be constructive. Everyone should agree, whether the MR should go or not. Reviews lead to improvement of the code. We have a deadline for Buddy Check due Friday. This deadline also applies for the meaningful MR.

15:18 - 15:20 **Choose the next chair and decide the time for the next meeting(s).**
(decision making)

Next week Radu will be chairperson and Yash will be the minute taker.

Next meeting is on Thursday 10am in the library.

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

No feedback.

15:23 - 15:24 **Questions** - Does anyone have anything to add before the meeting closes?

No further questions for this session.

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

Action Item	Who is responsible	Time/Deadline
Plan task distribution	Everyone	Friday
Everyone should have MR	Everyone	Friday
Implement connecting to a server of choice	Simona	Friday
Implement creating lists	Radu	Friday
Add support for list customization	Zhuoyue	Friday
Add support for adding tasks	Yash	Friday
Add organizing tasks in a list	Augustinas	Friday



Add drag and drop features	Augustinas	Friday
Create real-time updates	Atanas	Friday
Fixing names according to backlog	Simona	Friday

Other notes: