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?

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?

14:45 - 14:55   **Discussion about the split team method, implementation and finalising**
(discuss & decision making)

14:55 - 15:05   **Next steps -** What & when are we implementing next (and who's doing what)

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.

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

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

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

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

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