



# Agenda Template

## Agenda [Meeting name]

Location: DW PC1, Cubicle 13  
Datum: 04-04-2023  
Time: 14:15 – 14:40  
Attendees: Yashaditya (Chairperson), Simona (Minute Taker), Augustinas, Atanas, Radu, Zhuoyue

## Agenda-items

- |                 |   |
|-----------------|---|
| [14:15 – 14:16] | <b>Opening by chair</b>   |
| [14:16 – 14:18] | <b>Check-in</b> – How is everyone doing? What is the general feeling regarding the final product?   |
| [14:18 – 14:23] | <b>Last week's breakdown</b> – What did each of us work on last week?   |
| [14:23 – 14:25] | <b>Shippable product presentation</b> – What have we succeeded to implement? Are there any more requirements? Are there any obvious flaws in our product, that we need to work on during this last day? |
| [14:25 – 14:27] | <b>How much of the backlog is implemented?</b> – Since this is the final meeting, we can discuss what we could have done better. Have we missed anything? Did we prioritize correctly?                  |
| [14:27 – 14:30] | <b>Summary of the performance of the team</b> – What did we succeed to create as a team?  |
| [14:30 – 14:32] | <b>Upcoming Deadlines (assignments)</b>   |
| [14:32 – 14:37] | <b>Questions for and from the TA.</b>   |
| [14:37 – 14:39] | <b>Questions</b> – Does anyone have anything to add before the meeting closes?  |
| [14:40]         | <b>Closure.</b>   |