



Notes (minutes) of meeting of week 2

Agenda [Meeting of Week 2]

Location: DW IR3 right-side
Datum: 21-02-2023
Time: 14:40 - 15:25
Attendees: Zhuoyue(chair) , Augustinas(minute taker), Atanas, Simona, Radu, Yash

Agenda-items

- 14:40 - 14:41 **Opening by chair**
- 14:41 - 14:42 **Check-in** – How is everyone doing?
Everyone is well.
- 14:42 - 14:44 **Announcements** - Our current process and agenda for this meeting
We announced/reminded that we will have another meeting on Thursday (this was decided before this meeting).
- 14:44 - 14:45 **Approval of the agenda** - Does anyone have any additions to the agenda?
Approved, nothing was changed.
- 14:45 - 14:46 **Approval of the code of conduct** - Does anyone have any additions to the code of conduct?
(discuss & decision making)
Discussion about the checkstyle file. We will add it to the code of conduct, but will hash out the details after the meeting.
Also, we decided to change the part about making decisions - we will differentiate the decisions to minor and major ones. Minor decisions will be concluded by majority vote and major decisions will be reached by consensus. The definitions of what exactly is a minor/major decision will be reached on Thursday.
- 14:46 - 15:06 **Revise and complete the backlog draft**
(brainstorm & discuss)
Main problem - the phrasing of the requirements. We decided to rephrase the requirements as user stories. That will be done at Thursday's meeting. We also added another point to the COULD part of the backlog - we could make a short tutorial for the user when they use our application for the first time.
- 15:06 - 15:16 **Questions to discuss with TA (might change after Monday's session)**
 - where do we store boards
 - Tag support
 - good practice for using git (how to arrange branches)(discuss)
Questions and answers:



- **Where do we store boards?**
TA told us to ask at the Q&A.
- **Tag support (what properties do we need to implement for tags)?**
TA told us to ask at the Q&A.
- **How to use *git* properly?**
Question postponed to the next meeting, when the Gitlab repository will have been prepared.

- 15:16 - 15:18 **Choose next chair and decide time for next meeting**
(decision making)
Next chair: Atanas (volunteered). Next minute taker: Zhuoyue.
- 15:18 - 15:20 **Summary action points** - Who, what, when?
(table below)
- 15:20 - 15:23 **Feedback round** - What went well and what can be improved next time?
All went fairly well. We were quite fast in this meeting.
- 15:23 - 15:24 **Question round** - Does anyone have anything to add before the meeting closes?
- 15:24 - 15:25 **Closure**

Tasks to complete

Action item	Who is responsible	Time/deadline
Have a meeting	All	Thursday 10 am
Finish code of conduct	All	Thursday's meeting
Reach agreement about voting/consensus	All	Thursday's meeting
(Possibly) add checklist to the code of conduct	All	Just after this meeting ends
Change the backlog's format	All	Thursday's meeting
Add terminology and stakeholders to the backlog	All	Thursday's meeting
Upload the Code of Conduct and the Backlog	Minute taker	Thursday's meeting
Get a list of questions for the Q&As	All	Just after this meeting ends
Have a discussion about the	All	Just after this meeting ends



Administrator stakeholder (should we include it in the backlog or not?)		
Change in the Code of Conduct who uploads the documents (from “chair” to “Minute taker”)	All	Just after this meeting ends
Make a schedule for the meeting on Thursday	All	Just after this meeting ends

Other notes

Notes from TA: Starting time for the meetings probably will not change in the future.