

# Agenda Template



## Agenda [Meeting name]

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

## Agenda-items

- [14:15 – 14:16]      **Opening by chair**
- [14:16 – 14:18]      **Check-in** - How is everyone doing? What is the general feeling regarding the final product?  
Everyone is doing fine.
- [14:18 – 14:23]      **Last week's breakdown** - What did each of us work on last week?  
Augustinas – design, subtasks, tests.  
Simona – board customization, drag and drop  
Radu – deleting tags  
Yash – tag support  
Atanas – remembering recent servers and recent boards  
Zhuoyue - customization
- [14:23 – 14:25]      **Shippable product presentation**  
Presented.
- [14:25 – 14:27]      **How much of the backlog is implemented?**  
Most of it up to customization, although there are holes that need to be filled.
- [14:27 – 14:30]      **Task Division**  
2-3 people will be working on implementing new features, and the rest will take on polishing work. We have not yet decided who these people will be.
- [14:30 – 14:32]      **Upcoming Deadlines (assignments)**  
Deadlines have been pushed: Tuesday – the repository deadline, the product pitch deadline and the heuristics assignment.
- [14:32 – 14:37]      **Questions for the TA.**  
(+ flagging situation)



About flagging – the flaged people should work more than before in order to catch up. TAs were told that the code contribution is not no longer that important – now it is about catching up.

Our “testing” rubric will be almost excellent, except for one part, which everybody has failed.

Our time slot for exams is not determined yet – we might be told that in a week.

[14:37 – 14:38]                    **Choose next chair and decide time for next meetings.**

Next chair – Yash. Next minute-taker – Simona. Next 2 meetings: today just after the meeting and Thursday 10 am, as always.

[14:38 – 14:39]                    **Questions** – Does anyone have anything to add before the meeting closes?

[14:40]                                **Closure.**

Tasks to complete	Who is responsible	Time/deadline
Meeting	All	Thursday 10 am