Agenda Template

**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?

14:42 - 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 - 14:46 **Approval of the code of conduct -** Does anyone have any additions to the code of conduct?

*(discuss & decision making)*

14:46 - 15:06 **Revise and complete the backlog draft**

*(brainstorm & discuss)*

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)*

15:16 - 15:18  **Choose next chair and decide time for next meeting**

*(decision making)*

15:18 - 15:20 **Summary** **action points -** Who, what, when?

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

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

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