***TA2: The who, what, when and how of week 2.***

**Planning**

Location: Drebbelweg building PC2

Date: 21/02/2023

Time: 16:45-17:30

Attendees: Arpi, Jimmy, Konrad, Matus, Robert and Atanas

Chairman: Robert

Minute taker: Atanas

Items:

| 16.45-16.47 | Opening by chairman (reading of items) |
| --- | --- |
| 16.47-17.00 | Determining assignment distribution over upcoming weeks (using [the schedule](https://se.ewi.tudelft.nl/oopp/course_info/schedule/)).  **What** should we do each week (as a team or individually)? and  **When** should it be finished? |
| 17.00-17.10 | Determining who will be responsible for the quality and submission (before the deadline) of each document.  **Who** is responsible? |
| 17.10-17.20 | Discussing standards / ideas for each sub assignment.  **How** should the assignments be done? |
| 17.20-17.30+ | Extra time for previous and additional items |

Each subject should be summarised after it is concluded.

**Notes**

We decide on an additional meeting every week.

Everyone is ok with meeting in person.

We have a meeting for writing the backlog on Thursday 17:00 - 20:00, Library, Room Sun.

Atanas is responsible for reserving rooms for the meetings.

Matus is responsible for submitting the draft backlog.

Arpi is responsible for checking on the deadlines.

Konrad is responsible for submitting the final backlog.

Robert is responsible for submitting the draft product pitch.

Atanas is responsible for submitting the final product pitch.

Deciding next meeting who is working on what.

First focus on good code quality before starting extra features.

Install the needed tools for the project. You can see them [here](https://surfdrive.surf.nl/files/index.php/s/dXHxHUoVNEXvX3o?path=%2FTools) in the lecture slides.

Discuss the ideas with the team and compare different implementations to decide on the best with the team.

Ask the TA for feedback on the different assignments.

Update the Code of Conduct regularly.