***TA3: The who, what, when and how of week 3.***

**Planning**

Location: Drebbelweg building IZ-2

Date: 28/02/2023

Time: 16:45-17:30

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

Chairman: Arpi

Minute taker: Jimmy

Items:

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| 16.45-16.47 | Opening by chairman (reading of items) |
| 16.47-16.50 | Check-in - How is everyone doing? |
| 16.50-16.54 | Approval of the agenda and minutes - Is anything missing from agenda/minutes? |
| 16.54-16.58 | Approval of Backlog (is there anything you would change?) |
| 16.58-17.05 | Discussing the Git Assigment - Did everyone start it? Any challanges? |
| 17.05-17.15 | **What** is our next step, and until **when** should it be done? |
| 17:15-17.20 | Agreement on next meeting appointment. |
| 17.20-17.30 | **Closure** + anything to add before closure, extra time for previous items. |

Each subject should be summarised after it is concluded.

**Notes**