***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:

| 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 Assignment - Did everyone start it? Any challenges? |
| 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 summarized after it is concluded.

**Notes**

-Need to change the backlog according to the feedback we received from our TA.

--Rephrase the must/should/could to epics.

-We should start coding this week

-After the meeting go work at the backlog together

-Meeting Friday 16:00 in the library again

-Team bonding sessions

-Next chairman needs to make a proper agenda next time

-meeting friday afternoon

--backlog correction (tuesday)

--Start Coding

--git assignment (15 min)

--Scribbl.io (mandatory)

-Priority list:

1. Backlog (Friday)
2. Write code
3. git assignment (Friday)
4. CoC (anytime)

-Backlog → Issues in gitlab → start coding → assign to people in gitlab

-each person needs **USEFUL** merge request per week (from week 4)

10 march (hard deadline), preferably before next ta meeting.

-each issue:

* branch
* 1 person (maybe 2)
* Make merge request to development branch after finishing

-code commit to development branch

-document commit to main

-CoC

--communications

--solve conflicts