Format agenda

**Agenda [Meeting name]**

Location: Drebbelweg PC-Hall 1

Datum: 15/02/2022

Time: 13:45 - 14:45

Attendees: Daniel Franke, Hanna Heinczinger, Jan Bryczkowski, Marina Escribano Esteban, Pavlos Markesinis, Ionut Liviu Moanta

**Agenda-items**

[5min] **Opening by chair**

[5min] **Check-in**

[10] **[Agenda-item 1] – [objective agenda-item]**

*(Inform/ brainstorm/ decision making/ discuss)*

Backlog

[10]  **[Agenda-item 2] – [objective agenda-item]**

*(Inform/ brainstorm/ decision making/ discuss)*

Code of Conduct

[5] [continued agenda-items]

[5] **Summary** **action points** – Who, what, when?

[5] **Feedback Round**

[10] **Question Round**

[5] **Closure**

**NOTES OF THE MEETING:**

**OOPP 15/02/2022**

**DEADLINES**

**Week 2**: for 2B -> code of conduct: deadline Friday

Backlog: issues on GitLab and then compare with the official (either close issues or add missing ones)

You have labels to issues (must, could, would), can also add sprints, user stories (before Friday), add names to each issue for assignment

**Week 3**: HCI end of (first draft) deadline final **Week 4** (end): you have to join with another team (create designs in another app and explain what each sprint will do). Exchange designs and comment/feedback. Everyone needs to participate. We can use LATEX

**Week 5**: buddy check

On GitLab you can assign issues to people, start sprints from next week

Upload agenda before meeting and update it after. Minute taker notes uploaded to GitLab after every meeting

**TO-DO**

Code of conduct: deadline Friday

Backlog: issues on GitLab and then compare with the official (either close issues or add missing ones). You have labels to issues (must, could, would), can also add sprints, user stories (before Friday), add names to each issue for assignment

Upload agenda, notes and backlog doc

You need merge requests in the project repository by Friday -> README file on GitLab

**IDEAS**

Define roles in the team

Look up facts/20 questions have it ready

Think about the energy theme, how the design will be integrated to our game

Create these designs

Get familiar with LATEX