Meeting 3 Agenda

**Agenda [Lab Meeting 3]**

Location: Drebbelweg PC Hall 1, cubicle 1

Datum: 28.02.2023.

Time: 16:45-17:30

Attendees: Razvan Gherasă, Prisha Meswani, Alexia Predoi, Job van Zwienen, Ilyas Zarhouni, Uroš Gluščević

Chair: Alexia Predoi

Minute taker: Job van Zwienen

**Agenda-items**

[16:45-16:46] **Opening by chair: finishing the Backlog**

[16:46-16:47] **Check-in –** *How is everyone doing? How was everyone’s week?*

[16:47-16:48] **Announcements – formative feedback, deadlines this week**

[16:48-16:49] **Approval of the agenda -** *Does anyone have any additions to the agenda?*

[16:49-16:50] **Approval minutes -** *Did everyone read the minutes from the previous meeting?*

[16:50-17:15] **Drafting the Backlog – hear the feedback given, discuss it and decide on the changes that need to be made**

*Format: Ask the teaching assistant for feedback and decide what needs to be changed and the most suitable way to achieve that. Additionally, debate each topic, express ideas and combine them.*

[17:15-17:20]  **Deciding who will be in charge of finishing each part of the Backlog – divide the changes discussed before and choose a deadline for finishing it**

*Format: Choose which team member finishes each task and agree on a deadline.*

[17:20-17:21] **Summary** **action points** – *Who, what, when?*

*Task: finalizing the Backlog*

[17:21-17:27] **Feedback round -** *What went well and what can be improved next time?*

[17:27-17:29] **Question round -** *Does anyone have anything to add before the meeting*

*closes?*

[17:29-17:30] **Closure – schedule the next meeting, decide who will be the next chairperson and the next minute taker**