Meeting 2 Agenda

**Agenda [Lab Meeting 2]**

Location: Drebbelweg PC Hall 1, cubicle 1

Datum: 21.02.2023.

Time: 16:45-17:30

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

Chair: Uroš Gluščević

Minute taker: Ilyas Zarhouni

**Agenda-items**

[16:45-16:46] **Opening by chair: finishing the Code of Conduct**

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

[16:47-16:48] **Announcements – formative feedback on mattermost, 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 Code of Conduct – hear everyone’s ideas and cover every aspect of the provided template**

Format: for every point in the template, everyone expresses the ideas they have prepared. We discuss them, choose the best one, or combine multiple ideas. Write short bullet points in the template.

[17:15-17:20]  **Deciding who will finish which part of the Code of Conduct – split the work of transforming the bullet points, decide on a deadline and on who will submit it**

Format: agree on a deadline, decide who will finish what part of the Code of Conduct

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

Task: finalising the Code of Conduct

[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, a new chair and minute taker volunteer**