Meeting 4 Agenda

**Agenda [Lab Meeting 4]**

Location: Drebbelweg PC Hall 1, cubicle 1

Datum: 07.03.2023.

Time: 16:30-17:15

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

Chair: Razvan Gherasa

Minute taker: Prisha Meswani

**Agenda-items**

[16:45-16:46] **Opening by chair**

[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?

[16:50-17:05] **Updating the TA on our progress – Has everyone finished their coding task?**

Format: Everyone expresses whether they have finished their task and shows their work to the TA. Furthermore, the team discusses possible technical problems they might have encountered.

[17:05-17:20] **Deciding further work – Split it throughout the team and set deadlines**

Format: the team agrees on what parts of the project to continue working on. Additionally, choose which team member finishes each task and agree on a deadline.

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

Task: Current progress and further work divison.

[17:21-17:23] **Feedback round -** What went well and what can be improved next time?

[17:23-17:27] **Announcements from the TA**

[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**