Minute Taking

Taking minutes

Agenda for the team meeting OOPP.

Location: Drebbelweg PC1 Cubicle 1

Date: 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**

Working on the Code of Conduct

* Discuss previously found ideas
* Decide which ideas to use or which to combine for the actual document
* Divide the task of formalizing these ideas into a coherent Code of Conduct

**Opening by Chairperson**

No minutes.

**Announcements**

Announcements were made of deadlines coming friday, being those of the Backlog draft and the Code of Conduct.

**Approval of the agenda**

The agenda has been generally approved by all members with no further remarks.

**Approve minutes of prior meeting**

No prior minutes applicable

**Code of Conduct - Discussing and selecting ideas, dividing formalizing work**

To create our Code of Conduct we decided to each tackle the sub questions of the template model individually to compare our ideas in the meeting and come to a general consensus for our actual Code of Conduct. Our purpose for this meeting was therefore to discuss our own findings and decide on the final ideas to use for the actual Code of Conduct. After deciding what ideas to use, we divided the work and set a deadline of Thursday (february 23rd) for each of us to fomralize the ideas we have decided on in a coherent Code of Conduct, giving friday as a margin for error/problems. This result of this planning can be seen below in the division of the actions:

**Summary of action points**

Give an overview of the division of tasks. What is expected from whom and when? Make an action list.

| Action items | Who is responsible | Deadline |
| --- | --- | --- |
| Organize thoughts Code of Conduct | Ilyas Zarhouni | 22 Feb 2023 |
| Communication | Prisha Meswani | 23 Feb 2023 |
| Commitment | Razvan Gherasă | 23 Feb 2023 |
| Division tasks/roles | Alexia Predoi | 23 Feb 2023 |
| Meetings | Alexia Predoi | 23 Feb 2023 |
| Decision-making | Prisha Meswani | 23 Feb 2023 |
| Dealing with Conflict | Job van Zwienen | 23 Feb 2023 |
| Guidance | Ilyas Zarhouni | 23 Feb 2023 |
| Consequences | Uroš Gluščević | 23 Feb 2023 |
| Success factors | Ilyas Zarhouni | 23 Feb 2023 |
| Norms/evaluation criteria | Uroš Gluščević | 23 Feb 2023 |

**Feedback round**

No minutes.

**Any questions?**

The chair for the next meeting will be Alexia, the minute-taker for the next meeting will be Job.

**Closing**

No minutes

Agenda (for minute purposes)

**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