# Meeting 3 minutes

**Agenda for the team meeting [Finishing backlog].**

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**

**Announcements**

The TA send the formative feedback.

There are two deadlines this week:

1. Git assignment
2. Backlog

**Approval of the agenda**

Agenda is approved.

**Approve minutes of prior meeting**

Minutes are approved.

**Drafting the Backlog**

Feedback backlog from TA:

Everything is good. No concrete feedback from the TA.

Feedback on Code of Conduct from TA:

It is good.

Suggestions from TA:

* Include a bit more information on the application we are going to be delivering, what is it going to do, how will it look?
* send weekly updates to the TA. (Sprint reviews)
* mark beforehand who is chairmaker/minute taker.
* For decision-making, tell more about what to do if somebody really does not agree.
* Talk about why are the norms important to the team?

Disclaimer: TA only gives feedback on the form of the Code of Conduct and Backlog, not necessarily what is in it.

*Questions for backlog for the Q&A:*

Can you change the password on a protected board, or make it non protected?

Add mechanic for admin logins?

**Finishing backlog**

*See action points for this.*

**When will we start with programming question?**

First we can finish sprint lecture material. After JavaFX lecture on Wednesday we can start coding. We want to start coding after Thursday meeting.

**Summary of action points**

**Thursday March 2nd there will be an online meeting using discord. It will start at 5pm. We will talk about the backlog and finalize the backlog. We will also try to start a bit with the coding.**

|  |  |  |
| --- | --- | --- |
| Action items | Who is responsible | Deadline |
| *COC, communication* | Illyas | *Sunday 5th* |
| *COC, assignment desciription/Products* | *Prisha* | *Sunday 5th* |
| *COC, norms* | *Uros* | *Sunday 5th* |
| *COC, meetings* | *Alexia* | *Sunday 5th* |
| *COC, decision making* | *Razvan* |  |
| *Backlog, think about any additions* | *Everybody* | *Before the meeting on Thursday 2nd* |
| *Git assignment* | *Everybody* | *Friday 3th* |

Chairmaker/minute taker roles

|  |  |  |
| --- | --- | --- |
| Week | Who is Chairmaker | Minute taker |
| 4 | Razvan | Prisha |
| 6 | Job | Razvan |
| 7 | Illyas | Uros |
| 8 | Prisha | Alexia |

**Feedback round**

*This was a closed agenda point, we decided not to include the feedback in the minutes.*

**Any questions?**

Question for TA:

About the minutes: We should create separate folder ‘minutes’ in the repository and add the minutes there.

About the agenda: it does not really matter when they are pushed to repository, as long as the group has the agenda soon enough to have a look at it.

If something changes in the agenda, it does not have to be changed in Gitlab immediately.

**Announcements of TA:**

* Start coding ASAP
* New agenda points the meetings must have:
  + Every week there must be a demo of our application
  + TA announcements (5 min.)
* Drebbelweg building can be used for OOPP. We can use it with our team.

Meeting 3 Agenda

**Agenda [Lab Meeting 3]**

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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**