Taking minutes

**Agenda for the team meeting week 2**

Location: Drebbelweg IZ4

Datum: 20/02/2023

Time: 16:45 - 17:30

Attendees: Diego Becerra Merodio, Gerrit Croes, Teun Klaassens, Stoyan Markov, Yuliia Shkekina, Maria Tudor

**Agenda-items**

**Opening by Chairperson**5 mins – Check-up. How is everyone doing?

**Announcements**

No specific announcements from the chairman.

**Approval of the agenda -** Does anyone have any additions to the agenda?

Everyone agreed.

**Code of Conduct – Finish Code**

Reread the Code of Conduct as a group, asking ourselves if the written content was still relevant and if we agreed with all the things we said. We changed a few small elements.

**Backlog**

We found out the MoSCoW was optional. We want to have a finished draft by Thursday 23rd Feb. We have an optional meeting on Thursday. The aim of our draft is to finish and complete it to the best of our abilities so we can maximise our feedback potential to create a final backlog.

**Git**

We are currently waiting for the creation of the personal and team repository to finish the assignment. We all finished the setup of gitlab and gitKraken (GUI).

**Summary** **action points**

* We should all finish the personal Git assignments by Thursday.
* We should also all have fixed our SSH keys.

**Feedback round -** What went well and what can be improved next time?

The time management and agenda were followed precisely/

**Question round –**

General Terminology:

1. Board: A collection of lists, which can be shared with other users
2. Lists: A collection of tasks.
3. Tasks: A singular to-do element.