Agenda Template

**Agenda Meeting Week 2**

Location: Drebbelweg IZ4

Datum: 20/02/2023

Time: 16:45 - 17:30

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

**Agenda-items**

[16:45 - 16:47] **Opening by chair**

[16:47 - 16:50] **Check-in –** How is everyone doing?

[16:50 - 16:53] **Announcements**

[16:53 - 16:55] **Approval of the agenda -** Does anyone have any additions to the agenda?

[16:55 - 17:05] **Code of Conduct – Finish Code**

*Decision Making*

[17:05 - 17:15] **Backlog – Start with the draft**

*Brainstorm/Discussion*

[17:15 - 17:20] **Git – Discuss the assignment**

*Ask questions and discuss the tasks*

[17:20 - 17:23] **Summary** **action points** – Who, what, when?

[17:23 - 17:25] **Feedback round -** What went well and what can be improved next time?

[17:25 - 17:28]  **Question round -** Does anyone have anything to add before the meeting closes?

[17:28 - 17:30] **Closure**