Agenda Template

**Agenda Meeting Week 3**

Location: Drebbelweg IZ4

Date: 28/02/2023

Time: 15:45 – 16:30

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

Chair: Teun Klaassens

Minute Taker: Stoyan Markov

**Agenda-items**

[15:45 - 15:47] **Opening by chair**

[15:47 - 15:49] **Check-in –** How is everyone doing?

[15:49 - 15:51] **TA –** Any announcements before we start?

[15:51 - 15:55] **Announcements**

Passed deadlines: Code of Conduct , Backlog (Draft)

Deadlines this week:

Fri, Mar 3 Backlog, Git Assignment (personal)

Deadlines next week:

Fri, Mar 10 Buddycheck 1

[15:55 - 15:57] **Approval of the agenda –**

*Does anyone have any additions to the agenda?*

[15:57 - 16:07] **Backlog – Review**

*Have we missed anything? Everyone agree with this draft?*

[16:07 - 16:10] **TA announcements –**

*Anything we can improve on? Any comments/remarks on the meeting? Or for the backlog?*

[16:10 - 16:20] **Backlog – Improvements**

*Brainstorm/Discussion. Look at feedback.*

[16:20 - 16:24] **Git – Discuss the assignment**

*Ask questions and discuss the tasks*

[16:24 - 16:26] **Summary** **action points** – Who, what, when?

Who will be the next chair/minute taker?

What needs to be done?

[16:26 - 16:28] **Feedback round -** What went well and what can be improved next time?

[16:28 – 17:30]  **Question round -** Does anyone have anything to add before the meeting closes?

[17:30] **Closure**