Agenda Template

**Agenda Meeting Week 4**

Location: Drebbelweg IZ4

Date: 07/03/2023

Time: 14:45 – 15:30

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

Chair: Stoyan Markov

Minute Taker: Gerrit Croes

**Agenda-items**

[14:45 - 14:47] **Opening by chair**

[14:47 - 14:49] **Check-in –** How is everyone doing?

Notes: Everyone is ok. Past week was great for everyone.

[14:49 - 14:51] **TA –** Any announcements before we start?

Notes: Nothing in particular, only a reminder of this week’s deadlines: Buddycheck and everyone should have a meaningful MR. Buddycheck should be up on Brightspace soon. Everyone passed the Git assignment.

[14:51 - 14:55] **Announcements**

Passed deadlines: Backlog, Git Assignment

Deadlines this week:

Fri, Mar 10 Everybody has a meaningful MR, Buddycheck 1

Notes: Everyone passed the Git assignments and the backlog was handed in on time.

[14:55 - 14:57] **Approval of the agenda –**

*Does anyone have any additions to the agenda?*

Notes: Everyone agreed with the agenda.

[14:57 - 15:12] **Issue Tracker**

*To review the Issue tracker and what we need implement this week and divide the work between us.*

Notes: We all started on creating issues with the help of our backlog. After the meeting we’ll finish and categorize all issues into milestones on gitlab and assign issues to everyone.

[15:12- 15:15] **TA announcements –**

*Any comments/remarks on the meeting? Or for the Issues Tracker?*

Notes: By friday, everyone should have a meaningful MR merging a branch to main. TA will give feedback regarding code contribution next tuesday.

[15:15 - 15:24] **Discussion on how would we implement the project**

*Brainstorm/Discussion.*

Notes: We decided on meeting up on campus this Saturday at 3 pm to check up on everyones’ progress with their respective tasks/issues.

[15:24 - 15:26] **Summary** **action points** – Who, what, when?

Who will be the next chair/minute taker?

What needs to be done?

Notes: Chairperson for next week is Gerrit Croes and Minutetaker is Yulia Shkekina. What needs to be done was discussed during the previous points.

[15:26 - 15:28] **Feedback round -** What went well and what can be improved next time?

Notes: Discussions need to be more clear. Besides that it went well, everyone has a better idea of what must be done.

[15:28 – 15:30]  **Question round -** Does anyone have anything to add before the meeting closes?

Notes: No questions.

[15:30] **Closure**