**Agenda Meeting Week 6**

Location: Drebbelweg IZ-4

Datum: 21/03/2023

Time: 13:45 - 14:30

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

Shkekina, Maria Tudor

Chair: Gerrit Croes

Minute Taker: Yuliia Shkekina

**Agenda-items**

[13:45 - 13:47]

**Opening by chair**

[13:47 - 13:49]

**Check-in:**

How is everyone doing?

[13:49 - 13:51]

**TA:**

Anything to announce before we continue? Any important remarks?

[13:51 - 13:55]

**Announcements:**

Passed deadlines: Meaningful MR + Buddycheck

Future deadlines: Draft of Heuristic Usability Evaluation is due this friday (March 24th)

[13:55 - 13:57]

**Approval of the agenda:**

Does anyone have any additions to the agenda?

[13:57 - 14:00]

**Meaningful MR feedback summary:**

What does everyone think about the TAs feedback about the MRs?

[14:00 - 14:05]

**Buddycheck discussion:**

Did everyone read their buddycheck feedback? What did you think about it?

[14:05 - 14:08]

**TA feedback:**

Any comments/feedback about this meeting so far?

[14:08 - 14:18]

**Heuristic Usability Evaluation (draft) discussion:**

*Brainstorm/Discussion of assignment due this week.*

[14:18 - 14:20]

**Summary** **action points:**

Who, what, when? Who will be the next meeting chair and minute taker? What needs to be done?

[14:20 - 14:25]

**Feedback round:**

What went well and what can be improved next time?

[14:25 - 14:28]

**Question round:**

Does anyone have anything to add before the meeting closes?

[14:28 - 14:30]

**Closure:**

(Quick summary of meeting)