Meeting Agenda

**Week 8 Meeting**

Location: Drebbelweg PC Hall 1

Date: 04/04/2023

Time: 13:45 – 14:10

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

Chair: Maria Tudor

Minute Taker: Diego Becerra Merodio

**Agenda-items**

[13:45 – 13:46] **Opening by chair**

[13:46 – 13:48] **TA –** *Any announcements before we start?*

[13:48 – 13:50] **Announcements**

*Passed deadlines*:

* + - * Teamwork Self Reflection (Draft)
      * Product Pitch (Draft)

*Deadlines this week (Fri, Apr 7)*:

* + - * Heuristic Usability Evaluation
      * Product Pitch
      * Final Code Submission

*Deadlines next week (Fri, Apr 13)*:

* + - * Teamwork Self Reflection
      * Buddycheck (Final)

[13:50 – 13:51]

**Approval of the agenda**

*Does anyone have any additions to the agenda?*

[13:51 – 13:54]

**Product Pitch discussion**

*Have we missed anything? What does everyone think of the script?*

*Any ideas for the video?*

[13:54 – 13:58]

**TA’s feedback on the Product Pitch**

*Anything we can improve on? Any tips for the video?*

[13:58 – 14:03]

**Current state of the application**

*The team shows the code they wrote so far and its functionality.*

[14:03 – 14:07]

**Assignments due this week**

*Discuss what improvements should be added to the final version of the Heuristic Usability Evaluation. What are our expectations for the final version of the application (code related) - what features can we finish on time?*

[14:07 – 14:08]

**Summary** **action points**

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

[14:08 – 14:09]

**Feedback round**

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

[14:09 – 14:10]

**Question round**

*Does anyone have anything to add before the meeting closes?*

[14:10]

**Closure**