**Agenda Meeting Week 7**

Location: Drebbelweg PC Hall 1

Datum: 28/03/2023

Time: 16:45 - 17:30

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

Shkekina, Maria Tudor

Chair: Yuliia Shkekina

Minute Taker: Maria Tudor

**Agenda-items**

[16:45 - 16:47]

**Opening by chair**

[16:47 - 16:49]

**Check-in:**

How is everyone doing?

[16:49 - 16:51]

**TA:**

Anything to announce before we continue? Any important remarks?

[16:51 - 16:55]

**Announcements:**

Passed deadlines: Draft of Heuristic Usability Evaluation

Future deadlines: [Teamwork Self Reflection (Draft)](https://se.ewi.tudelft.nl/oopp/assignments/teamwork/)

[Product Pitch (Draft)](https://se.ewi.tudelft.nl/oopp/assignments/product-pitch/)

[16:55 - 16:57]

**Approval of the agenda:**

Does anyone have any additions to the agenda?

[16:57 - 17:00]

**Heuristic Usability Evaluation (Draft)** **feedback summary:**

What does everyone think about the draft of Heuristic Usability Evaluation?

[17:00 - 17:03]

**Heuristic Usability Evaluation (Draft)** **TA’s verbal feedback:**

Recieving a TA’s feedback on HUA draft.

[17:03 - 17:08]

**Current state of the application:**

The team shows what’s already done for the project.

[17:08 - 17:10]

**TA feedback:**

Any comments/feedback about this meeting so far?

[17:10- 17:20]

[**Teamwork Self Reflection**](https://se.ewi.tudelft.nl/oopp/assignments/teamwork/) **(Draft),** [**Product Pitch (Draft)**](https://se.ewi.tudelft.nl/oopp/assignments/product-pitch/) **discussion:**

*Brainstorm/Discussion of assignments due this week.*

[17:20 - 17:22]

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

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

[17:22 - 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:**

(Quick summary of meeting)