



Agenda Template

Agenda [Meeting name]

Location: [DW IZ1]
Datum: [21-03-2023]
Time: [14:45 – 15:30]
Attendees: [Danny Bunschoten, Emils Dzintars, Aadesh Ramai, Sergiu -Nicolae Stancu, Konstantin Teplykh, Yuraj Mangalgi]
Chairman: Yuraj Mangalgi
Minute Taker: Konstantin Teplykh

Agenda-items

- [14:45 – 14:45.20] **Opening by chair**
- [14:45.20 - 14:48] **Check-in**
- How is everyone doing?
 - Did everyone check their buddy check?
 - Did everyone keep up with the heuristic evaluation lecture?
- [14:48 – 14:49] **Announcements**
- Heuristic evaluation Draft this week
 - Teamwork self-reflection next week
 - Product pitch draft next week
- [14:49 – 14:50] **Approval of the agenda** - Does anyone have any additions to the agenda?
- [14:50-14:51] **Approval minutes** - Did everyone read the minutes from the previous meeting?
- [14:51 – 15:06] **[Heuristic evaluation] – [Discussion]**
- How should we do our prototyping?
 - o Should we use slideshow, video or a screen shot
 - o How should note explain the transitions between different slides
 - When should we meet to do the evaluation?
 - How should we split the writing of different sections: Method, Results, improvements



[15:06-15:14]	[Dynamic Interface] – [Decision making] <ul style="list-style-type: none">- Do the members understand how this works?- What should be adapted to the board class?
[15:14 – 15:20]	[Long polling] – [Decision making] <ul style="list-style-type: none">- How should the auto refresh be handled?
[15:20 – 15:23]	[Present our Application] – [Reflection] <ul style="list-style-type: none">- Is the product on track is there more that should be done?
[15:23 – 15:26]	[Buddy Check] – [Reflection] <ul style="list-style-type: none">- Is there any clarifications on the buddy check feedback you need for the next one?- Listing the main improvements for every member
[15:26-15:28]	Feedback round - What went well and what can be improved next time?
[15:28-15:29]	Question round - Does anyone have anything to add before the meeting closes?
[15:29-15:30]	Closure