



Minutes

Agenda for the team meeting Polar 10.

Location:	DW PC2
Date:	21 Feb '23
Time:	14:45-15:30
Attendees:	Emīls Dzintars, Yuraj Mangalgi, Aadesh Ramai, Sergiu Nicolae Stancu, Konstantin Teplykh, Danny Bunschoten,

Agenda items

Opening by Chairperson

No minutes.

Announcements

No minutes.

Approval of the agenda

Question to the TA was answered: we are allowed to ask questions to ask questions to the TA about the project during the meeting

Approve minutes of prior meeting

No minutes.

Code of conduct – Decision making

We went over the entire code of conduct and tried to reach a consensus on everything we wrote down up to this far. Here follows a list of points we found we could improve upon after discussing it during the meeting: “Being able to work alone” rephrased to “being responsible for bringing in the work you’re assigned on time” to better describe what we mean. The aforementioned point also comes back in the “What makes your team a dream team?” section. We discussed “communicate issues and help each other throughout the project”, and concluded that we think it is helpful for all of us to speak up about weaknesses within each’s skillset so that other team members can help assist. Within the “What do you do if someone is late during a group meeting?” section we talked about sending a WhatsApp message to the group chat when one of us is afraid he will not make it on time due to unforeseen circumstances. In the “What preparation is needed for the meetings?” section we discussed about all preparing/analysing the code that is on the agenda for the next meeting. So that we can have a constructive conversation about this, and are not drawn back by underprepared teammates.



Backlog – Discuss

We noted that we missed various reasons in our user-orientated MOSCOW section and we decided to add them right away. For example: “, so I can immediately be updated whenever changes are made” and “, so I am not stuck with the same name whenever I change my mind or made a mistake” are added. During this, we realized that we were not all on the same page about the terms we used and settled on the following terms(which will also be added to the backlog); Board: the page containing 3 columns(To do, doing, done), these columns will be filled with cards; Card: the page containing information about the current item on the list, such as a title, tags and sub-task list; Main-page: page that holds all boards, which the user can scroll through.

Summary of action points

The Code of Conduct doesn't require much work(for now), and we thus agreed that Sergiu is able to finish this alone(even though it will remain a living document throughout the project's lifetime). The sketches will be able to be finished by 2 people, we concluded that good communication between the team members working on this part and those working on the backlog part is vital since these parts are very closely related.

The backlog still requires much work. Even though we have already put in much effort, we are not yet satisfied with the result. And we thus decided that four team members will work together on this part.

We decided on a deadline of Thursday so that we can have an (informal) meeting about this on Friday and have time to finalize with the entire team before the deadline(Friday 23:59).

Action items	Who is responsible	Deadline
Code of conduct	Sergiu	Thursday 23:59
Sketches	Emils, Danny	Thursday 23:59
Backlog	Aadesh, Yuraj, Konstantin, Sergiu	Thursday 23:59

Feedback round

We agreed on taking notes about this part.

We concluded that we had a constructive meeting and that the code of conduct is nearly finished for now. Much work however is still needed with the Backlog, and that is for now our highest priority. Nevertheless, we were all unanimous in our agreement that we are well on track with our project.

Any questions?

We agreed on the following points: the minute-taker is responsible for handing in the projects/documents on time for the week where he is the minute-taker. Formal meetings(with the TA) are mainly for matters that concern/require the entire team, informal meetings can be with a subset of the team(only including those that work on the discussed part of the project).

Closing

No minutes