



## Agenda for Meeting 3

Location: DW PC2  
Datum: 28.02.2023  
Time: 14:45 – 15:30  
Attendees: Bunschoten Danny, Dzintars Emīls, Mangalgi Yuraj, Ramai Aadesh, Stancu Sergiu-Nicolae, Teplykh Konstantin  
Chairman: Stancu Sergiu-Nicolae  
Minute-taker: Dzintars Emīls

## Agenda-items

- [14.45-14.46] **Opening by chair**
- [14.46-14.49] **Check-in** -How is everyone doing?  
-Does everyone has access to the repository?  
-How on track is everyone with self-studies?
- [14.49-14.51] **Announcements** -Backlog feedback is here  
-Future deadlines
- [14.51-14.53] **Approval of the agenda** - Does anyone have any additions to the agenda?
- [14.53-14.54] **Approval minutes** - Did everyone read the minutes from the previous meeting?
- [14.54-14.59] **Backlog feedback** – Going over the feedback we received.  
Inform
- [14.59-15.15] **Backlog polish** – Discuss the changes we have to make.
- [15.15-15.20] **Meaningful MR** – Brainstorm how we are going the divide the implementation tasks.
- [15.20-15.25] **Summary action points** - Set deadlines and time for future meetings.  
- Divide work.
- [15.25-15.27] **Feedback round** - What went well and what can be improved next time?
- [15.27-15.29] **Question round** - Does anyone have anything to add before the meeting closes?
- [15.29-15.30] **Closure**

