**Chair:** Ștefan Bud

**Minute-taker:** Benjamin Sherlock

**Agenda 2**

Location: DW Hall 1 Cubicle 3

Datum: 21.02.2023

Time: 13:45-14:30

Attendees: Ruthvik Allu, Ștefan Bud, Aykut Emre Çelen, Benjamin Sherlock, Davide Tudose, Thijs van der Valk

**Agenda-items**

[13:45] **Opening by chair**

[13:45-13:47] **Check-in –** How is everyone doing?

[13:47-13:50] **Approval of the agenda -** Does anyone have any additions to the agenda?

[13:50-14:05] **Code of conduct – Discuss/finish**

*(brainstorm/discuss)*

[14:05-14:10]  **Backlog – Identify Stakeholders**

*(brainstorm)*

[14:10-14:15]  **Backlog – Define Terminology**

*(brainstorm)*

[14:15-14:20]  **Backlog – Discuss Epics / User Stories**

*(brainstorm)*

[14:20-14:23] **Summary** **action points** – Who, what, when?

[14:23-14:25] **Feedback round -** What went well and what can be improved next time?

[14:25-14:30]  **Question round -** Does anyone have anything to add before the meeting closes?

[14:30] **Closure**