**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

Chair: Stefan Bud

Notetaker: Benjamin Sherlock

**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**

**Product**

* **Well tested**
* **All basic features -> then the advanced ones**
* **Files can be found on discord -> make separate channel**

**Standards of work**

* **Everyone takes a look at each other’s work**
* **Bug free**
* **Other people -> contact 1 other: Stefan**
* **Pre deadline: everyone can agree before the actual deadline**

**Trust each other in finishing it**

* **Peer pressure should be enough?**
* **Spreadsheet? Peer pressure?**

**Behaviour**

* **It’s good to not have the same opinion**
* **Voting is not a good idea**
* **If someone falls behind: first ask,**

**Groupthink**

* **Team activity**
* **Ask what do you think after a decision is made 🡪 everyone gives input**

**Consensus**

* **Bad idea to have to need the ta for a decision, we can always ask advice**
* **Conflicts should be addressed during the meeting**

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

**We only have a user**

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

**Board: has cards. Includes all ‘columns’.**

**Column: contains cards**

**Card: 1 specific task in 1 column**

**Tag: t.b.c.**

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

**App should have no registration -> how do you keep track of users**

**We make the board public 🡪 type in the key to join board**

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

|  |  |  |
| --- | --- | --- |
| Make separate channel | All | After meeting |
| Spreadsheet | All | After meeting |
| Finish backlog and code of conduct | All | Friday |
| Discuss schedule for the chair and notetaker | All | After meeting |

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

Chair: say what we will do today

Agenda: include notetaker + chair

Necessary documents: open them before the meeting

Upload the agenda at least 24 hours before the meeting

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

[14:30] **Closure**