Agenda Template

**Chair:** Ruthvik Allu

**Note-taker:** Aykut Emre Çelen

**Agenda [Meeting Week 3]**

Location: [DW Hall 1 Cubicle 3]

Datum: [28/02/2023]

Time: [13:45-14:30]

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

**Agenda-items**

[13:45-13:52] **Opening by chair:**

* **Check-in –** How is everyone doing?
* **Recap last week/ where we left of**
  + (Minutes from the previous meeting are read prior to the meeting)
* **Summary today’s meeting –** Agenda items
  + (Agenda is already approved by members prior to the meeting)
* **Announcements –** address deadlines
  + Backlog – Finalize after the meeting (based on TA feedback)
  + Git assignment

[13:52-13:56] **[SCRUM-introduction] – [The team decides how to implement SCRUM in this project]** *(Inform/Decisoin making/ Discuss)*

* Product backlog
* Sprint backlog

[13:56-14:04]  **[Product Backlog/ Continuation of Backlog] – [Prioritizing + adding the user stories in/to the Backlog Draft]** *(Decision making/ Discuss)*

[14:04-14:08]  **[Estimate story points] – [Estimating the amount of work a task requires]** *(Brainstorm / Decision making/ Discuss)*

[14:08-14:12]  **[Sprint planning 1] – [Deciding which tasks should be worked on this sprint]** (*Decision making/ Discuss)*

[14:12-14:14] **Summary** **action points** – Who, what, when?

[14:14-14:20] **[Working agreements] – [E.g. When to have meetings to discuss progress and key topics/questions, Determine a coding standard all member will adhere to (Code quality), etc]** (Brainstorm/Discuss)

[14:20-14:25]  **[Reflection and adaption (Feedback round)] – [What went well and what can be improved next time?]**

*(Decision making/ Discuss)*

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

[14:30] **Closure**