**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

***We all agreed on using the app Ruthvik suggested: Trello.***

***Also, we will keep the individual assignments as well on Trello.***

***We decided to have one more board on Trello for only programming, and we will be dividing the lists in that board as frontend, backend, etc.***

***We may put deadlines and the person who is responsible to assignments on Trello.***

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

***We will be editing Backlog after the meeting in line with the feedback we have.***

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

***We thought it would be better if we divided the tasks from now on.***

***Everyone will edit and update README files after the meeting.***

***We will meet right after the Linear Algebra midterm exam to plan what we will do after the exam.***

***If we decide to meet during the exam week (after linear algebra exam), it will be online.***

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

***We will use normal scales to determine the work loads.***

***If we are ever going to have two meetings in a week, the second meeting will be on Thursdays.***

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

***We will be creating some sketches for mocks, as we thought it would be better if everyone is on the same page about the design.***

***Ruthvik will create another board on Trello for programming.***

***After the meeting, I will be checking OOP slides to see if they mention any programme about code quality for OOPP.***

[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)

***If everyone in the group checks and agrees, then the task is done.***

***We will be getting help from OOP Checkstyle to determine our Code Quality.***

[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?

***Next week, we will be giving a small presentation with the code we wrote on the main branch.***

[14:30] **Closure**