**Chair:** Aykut Emre Çelen

**Note-taker:** Ruthvik Allu

**Agenda [Meeting Week 4]**

Location: DW Hall 1 Cubicle 3

Datum: 07.03.2023

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?

[13:47-13:55]

* **Summary of the last week (**as we were missing Thijs last week)
* **Reviewing what we should have done in the past week** - Taking notes to help those who get stuck
* **Summary of the agenda**
* **Approval of the agenda -** Does anyone have any additions to the agenda?

[13:55-14:05]

* **Reviewing the code with TA***(discuss)*

[14:05-14:15]

* **The code we will develop from this week -** Which steps we need to take from now on? *(brainstorm/discuss)*

[14:15-14:20]

* **Action points for code** – Who, what, when? *(brainstorm/discuss)*

[14:20-14:25]

* **Backlog feedback (or discussing problems and planning the work after right the meeting)** - Evaluating and taking notes on the feedback we received for the backlog - If there is no backlog feedback, discussing technical problems with the team and what we can do while continuing to work after the meeting

[14:25-14:30]

* **Feedback round -** What went well and what can be improved next time? - If there are any topics requested by the group to be discussed at this meeting, to discuss them.

[14:30]

* **Closure**