



Meeting Notes

Agenda for the team meeting [Project].

Location: Drebbelweg PC1 Cubicle 12
Date: 15/2/2022
Time: 1:45pm
Attendees: (Chairman) Attila, (Secretary) Aksel, Stiliyan, Divit, Jordano, Teo

Agenda items

TA Topics

Standard meeting – Everyone, stands up and gives status report of what they did throughout the week. 30 seconds – 1 min recap.

Standard Meeting Format

- Everyone does status report of what they did in the week (30 sec – 1 min per person)
- TA talks (15 min approx.)
- Agenda carries out

Git Assignment Feedback

- Can use the personal repository as a playground
- When merging, don't squash your commits
- Be careful with merge request source and main branch
- Merge together, so everyone involved can fix conflict

Team Assignment Feedback

- Recommended to make a primary role table
- Focus on example agenda in GitLab

Deadlines

- Official backlog (due Friday)
 - o List format with
 - “As a player, I should be able to start the multiplayer lobby”
 - o Non-functional requirements
 - “The system shall be written in Java 11”
 - “The program will be built using Gradle”
- Code of Conduct – due Friday
 - o Template of Brightspace, we can ask for feedback
- HCI Report Draft (moved to the 25th Friday)
- Teamwork Assignment 2A & 2B (due Friday)



Going Through and Finalizing the Backlog – Have a list of priorities for the program.

- Converting table into list format for backlog

Go Through Code of Conduct – Clear out the rules and responsibilities for the team.

- *Delayed to Thursday meeting*

Summary of action points

Give an overview of the division of tasks. What is expected from whom and when? Make an action list.

Action items	Who is responsible	Deadline
<i>Complete Teamwork Assignment 2A</i>	<i>Everyone in the group</i>	<i>10AM 17/2/2022 Thursday</i>
<i>Refresh HCI Knowledge, watch the videos</i>	<i>Everyone in the group</i>	<i>10AM 17/2/2022 Thursday</i>
<i>Preparing Agenda</i>	<i>Chairman Attila</i>	<i>10AM 17/2/2022 Thursday</i>

Feedback round

- No feedback / Good job