

Agenda March 7, 2023

Chairman: Marco Smidt
Minute-taker: George Rusu
Location: PC1 cubicle 8
Date: 07/03/2023
Time: 16:45 - 17:30
Attendees: Marco, Guido, George, Viktor, Senne, Leon

Agenda Items:

16:45	Opening by chair
16:45-16:50	Check-in – How is everyone doing? - Would be nice if everyone has at least started on their issue by the week 4 meeting (07/03/23).
16:50	Announcements (Inform) - Meaningful Code contribution deadline is this Friday (10/03/23) - Buddycheck is also due this Friday (10/03/23)
16:50-16:55	Approval of the agenda (Discuss) - Does anyone have any additions to the agenda?
16:50-16:55	Approval minutes - Did everyone read the minutes from the previous meeting?
16:55-17:15	Basic Requirements Progress Check (Inform/Brainstorm) – What is everyone up to, and are there any concerns that someone would like to bring up? -Does everyone have JavaFX up and running?
17:15-17:20	Heuristic Usability Evaluation (Inform/Discuss) – We have the lecture on Monday (06/03/23), so we can discuss it for the draft due week 6 (in advance).
17:20-17:25	Summary action points (Decision-making) – Who, what, when?

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| 17:25-17:30 | Feedback round (Discuss) - What went well and what can be improved next time? |
| 17:25-17:30 | Question round - Does anyone have anything to add before the meeting closes? |
| 17:25-17:30 | Closure |