3rd Meeting

Date : 22/02/2022

Time: 16:00- 16:45

Location: Project Room 3, Drebbelweg

Attendees: Anna Lantink

Bernadett Bakos

Diana Banță

Alexandru Marin

Floris van der Voorn

Vladimir Petkov

Giuseppe di Giuseppe Deininger

What we did:

* Stand up meeting - summarize progress of last week
* Code of conduct reflection
  + Everything is still to everyone’s liking
* Reminders:
  + Add at least one endpoint by the end of the week (GET, POST, DELETE, or PUT)
* Issues/Backlog Revision
  + Add TODO, Doing, Testing columns
  + Add boards for the different labels
  + Add more labels
    - e.g. front end, back end
  + Revise titles in tasks to make them clearer
  + Break down certain tasks into multiple tasks
  + Add milestones - Groupings of issues
  + Add time tracking and due date (deadline for a task)
  + Add todo list to each issue - (when issue is begun)
    - Include definition of done
  + Note: Open merge request once issue is begun
    - Be sure to communicate via merge requests
  + Add templates for descriptions of issues to code of conduct
* Edit Code of Conduct according to the comments (found on mattermost)
* Change file(s) to markdown instead of docx (at least code of conduct)
* Choosing the Chairman and Notetaker for next week
  + Chairman: Diana
  + Notetaker: Detti