



Agenda - TA meeting

Location: DW PC1 Cubicle 5
Datum: 28th of February 2023
Time: 3:45 PM - 4:30 PM
Attendees: Neel Lodha, Radu Serban, Filip Čajági, Bogdan Paramon, Suruo Zhang, Vasil Chirov

Agenda-items

15:45	Opening by chair
15:45 - 15:50	Check-in – How is everyone doing?
15:50	Announcements
15:50 - 15:55	Approval of the agenda - Does anyone have any additions to the agenda?
15:55 - 16:00	Approval minutes - Did everyone read the minutes from the previous meeting?
16:00 - 16:05	Discussion about backlog draft - What do we want to change/add? - TA feedback
16:05 - 16:10 what?	Timeline discussion - When to start working on the project and with what?
16:10 - 16:15	Discussion about Monday's lecture - Do we understand everything?
16:15 - 16:20	Summary action points – Who, what, when?
16:20 - 16:25	Feedback round - What went well and what can be improved next time?
16:25 - 16:30	Question round - Does anyone have anything to add before the meeting closes?
16:30	Closure



Taking minutes

Agenda for the team meeting [Project].

Location: DW PC1 cubicle 5
Date: 28th February
Time: 3:45 PM to 4:30 PM
Attendees: Neel Lodha, Radu Serban, Filip Čajági(Chair), Bogdan Paramon(Minute taker)
Suruo Zhang, Vasil Chirov

Agenda items

Opening by Chairperson

Everyone is good.

Announcements

No announcements.

Approval of the agenda

(Does anyone have any additions to the agenda? what is missing that you would like to discuss?)

Git assignment discussion was added to the discussion topics during the meeting.

Approve minutes of prior meeting

There was not much added during last minutes. Everyone agrees with what was added to the previous agenda during the meeting.

[Agenda item 1] - [Discussion about backlog draft].

What do we want to change/add?

Discussed the grading system and cleared which assignments contribute to the final mark and which are pass/fail.

Mockups should be at the end of the backlog and should be referenced in the user stories.

Instead of “must, should, could requirements” we should use “epic 1, epic 2...” instead.

Only functional requirements needed in the backlog.

A reason needs to be provided in the user story; we need a “so” for the stories.

[Agenda item 2] - [Timeline discussion].

When to start working on the project and with what?

Meaningful merge request means adding a coding feature to the main branch.

Everyone should first pick a “must” requirement to implement for the end of next week.

Modifications to code of conduct should be made, so we don’t approve our own MRs.



Start the actual work on the project after Friday, until then prioritize lectures and the assignments we have for 3rd March.

[Agenda item 3] - [Discussion about Monday's lecture].

Do we understand everything?

Had some issues with the assignments during class. We'll work on them after the meeting.

[Agenda item 4] - [Git assignment].

Everyone should have it done Friday night the latest. Should not take too much time

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
Git assignment	Everyone	3rd March
Finishing the backlog	Everyone	3rd March
Get comfortable with JavaFX	Everyone	3rd March
Upload minute agenda	Bogdan Paramon	28th March

Feedback round

Give each other space to give and receive feedback (tip and top).

Discuss with your fellow students whether you want to take notes of this or not.

Any questions?

How does ta check git assignment?

The TA will check the assignment through git.

When is the next meeting?

The next meeting will take place on Thursday (2nd March) at 9pm.

Closing

No minutes