



Agenda - TA meeting

Location: DW IR-2 Left Side
Datum: 21st of February 2023
Time: 3:15 PM - 4:00 PM
Attendees: Neel Lodha, Radu Serban, Filip Čajági, Bogdan Paramon, Suruo Zhang, Vasil Chirov

Agenda-items

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|---------------|--|
| 15:15 | Opening by chair |
| 15:15 - 15:20 | Check-in – How is everyone doing? |
| 15:20 | Announcements |
| 15:20 - 15:25 | Approval of the agenda - Does anyone have any additions to the agenda? |
| 15:25 - 15:30 | Approval minutes - Did everyone read the minutes from the previous meeting?

Also mention TA's feedback. |
| 15:30 - 15:35 | Clarify the “Products” category in the Code of Conduct
What exactly should we write? Do all deliverables such as documents (backlog, CoC etc.) need to be mentioned? |
| 15:35 - 15:40 | Clarify the “Consequences” category in the Code of Conduct
Does this refer to consequences on our project or actions that should be taken? |
| 15:40 - 15:45 | Discussion about Backlog
What is expected of us in the draft? When are we going to get a model? What should it contain? |
| 15:45 - 15:50 | Summary action points – Who, what, when?
- reach conclusions about CoC after clarifications
- make a plan for doing the backlog draft |
| 15:50 - 15:55 | Feedback round - What went well and what can be improved next time? |
| 15:55 - 16:00 | Question round - Does anyone have anything to add before the meeting closes? |



Taking minutes

Agenda for the team meeting [Project].

Location: DW PC1 cubicle 5
Date: 21st February
Time: 3:45 PM to 4:30 PM
Attendees: Neel Lodha (Minute taker) , Radu Serban (Chair), Filip Čajági, Bogdan Paramon
Suruo Zhang, Vasil Chirov

Agenda items

Opening by Chairperson

No minutes.

Announcements

Using miro for sharing documents.

Approval of the agenda

Addition of discussion on git assignment

Approve minutes of prior meeting NA (No minutes during week 1 meeting)

[Agenda item 1] - [Product category in Code of Conduct].

Products: Deliverables, where to upload it. Not to mention each one explicitly. Most of them to be uploaded on gitlab, except the ones like peer review (buddy check) on brightspace.

[Agenda item 2] - [Consequences category in Code of Conduct].

*Consequences on our project? **Or what actions should be taken when someone is lagging behind.***

What do you do if someone deletes something etc....

[Agenda item 3] - [Discussion on backlog draft assignment].

Unclear on what to do in the assignment? Where to start?

Follow the template given from last year.

Mocks: how we want it to look (like a wireframe)



Draft: we are not graded... we will get feedback so that we can improve on it.

[Agenda item 4] - [Discussion on git].

*Discussion on lecture 4. How we are supposed to use git, common practices etc.
Everyone has been added to gitlab.*

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
Finish CoC	Everyone	24th February
Finish Backlog	Everyone	24th February
Upload minute agenda on mattermost	Neel Lodha	21st February

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?

*Minute agenda to be added to the chair agenda and updated accordingly
Friday lecture, about SCRUM. SCRUM is not necessary, but should be used.*

Closing

No minutes