



# Agenda - TA meeting

Location: DW PC1 Cubicle 5  
Datum: 7th of March 2023  
Time: 3:45 PM - 4:30 PM  
Attendees: Neel Lodha, Radu Serban, Filip Čajági, Bogdan Paramon, Suruo Zhang(Chair),  
Vasil Chirov(Minute taker)

## Agenda-items

15:45	<b>Opening by chair</b>
15:45 - 15:50	<b>Check-in</b> – How is everyone doing?
15:50	<b>Announcements</b>
15:50 - 15:55	<b>Approval of the agenda</b> - Does anyone have any additions to the agenda?
15:55 - 16:00	<b>Approval minutes</b> - Did everyone read the minutes from the previous meeting?
16:00 - 16:15 the priority	<b>Distribution of the tasks</b> - Which part should each one of us do and
16:15 - 16:20	<b>Summary action points</b> – Who, what, when?
16:20 - 16:25	<b>Feedback round</b> - What went well and what can be improved next time?
16:25 - 16:30	<b>Question round</b> - Does anyone have anything to add before the meeting closes?
16:30	<b>Closure</b>