Agenda - TA meeting

Location: DW PC1 Cubicle 5
Datum: 11th of April 2023
Time: 2:45 PM - 3:10 PM
Attendees: Neel Lodha (Chair), Radu Serban, Filip Čajági, Bogdan Paramon, Suruo Zhang (Minute taker), Vasil Chirov

Agenda-items

14:45   **Opening by chair, Check-in, Announcements**

14:45 - 14:50   **Approval of the agenda -** Does anyone have any additions to the agenda?

                      Approval minutes - Did everyone read the minutes from the previous meeting?

14:50 - 15:10   **Some more feedback? Questions as well.**

15:10   **Closure**

Taking minutes

Agenda for the team meeting [Project].

Location: DW PC1 cubicle 5
Date: 4th April
Time: 2:45 PM to 3:10 PM
Attendees: Neel Lodha , Radu Serban, Filip Čajági, Bogdan Paramon   Suruo Zhang(Minute taker), Vasil Chirov(Chair)

Agenda items

Opening by Chairperson
No minutes.

Announcements

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

discuss?)

Discussion about feedback (in the end)

Approve minutes of prior meeting

Everyone approves the minutes

[Agenda item 1] - [Feedback].

Get as much as we can for the rubic

Reference the file in self reflection

Update readme

Do the Hue

Do the Pitch

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
Heuristic evaluation,	Everyone	11th April
Product pitch	Everyone	11th April
Upload minute agenda on gitlab	Suruo Zhang	14th April

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