

# Monday Oct 27, 2025 4:00 PM TA Meeting with Sammed (pronounced saw Meed)

Attendance: Andrew and Peter

- Working on user studies this week
- Sammed recommends:
  - Set up Branch naming strategy (i.e separate branch for each feature, or frontend/backend, person, etc.) Once the feature is done then you merge, etc., PR (template, people approving the merge request know what to look for), issue tracker on GitHub projects (these are the issues assigned to so and so people), can help with TAs managing who's getting stuff done
  - Organizing team (organize into frontend/backend?)
  - Prioritize feature set: Organize on "must have" features and "nice to have" features
  - Wait for CI/CD pipeline
  - Try to have in person meeting, slight friction in communication with online meeting
  - Take attendance at every meeting (expected and who came) and establish good communication practices
  - Follow tech stack on website exactly, if want to go beyond need reasoning and the check off from TAs/prof (i.e. certain framework or tool)
- Timeline
  - Mid project check in during week 8
  - Code freeze in Week 10, no code change allowed after. Work on documentation and stuff after by finals

TODO during week 5:

- Talk to your partner and document whatever communication you have
- If possible attend Wed team meeting 3-4pm - will send invite soon
- Everyone should interview a user. Together we should have real user studies: TAs, tutors, Professors, students, team leads (*can also be from other universities or users who are currently or in the past have taken a software engineering course*)
  - *There are 13 of us, so we should spread out*
  - *Add your notes from the User Study here:* [+ 210: User Studies](#)
  - [Overview](#) of how to conduct user study

Side Notes (Andrew and Audria): *keep this here*

**Andrew:** Do you want me to make a spreadsheet for the user study and we can put our notes there too? Not sure what's better in terms of organization lol

**Audria:** Oh good point let me cook something up real quick.

**Andrew:** Ok bet.

**Audria:** Wait so would it look like something above ^ like the table or how were you thinking of structuring it.

**Andrew:** Yeah something like that, and we can each put each of our names, who we're interviewing, what category of person (TA, Prof, Student), date and time of interaction, and then answers to 3 or so standardized questions that we should ask everyone and any other misc. Notes that we took away or something. And then we can add on later in the quarter if we get feedback from them on our UI or features

**Audria:** Ohhhh u are so smart. Ok on it