Early dialogue - minutes

The dialogue will be conducted between the Course coordinator and the students.

Responsible: Course coordinator and student course representative

Participants: Students and course coordinator

Documentation: Minutes written by the course coordinator in consultation with the students/student representatives. **The minutes are stored on Canvas**.

The minutes shall be approved and signed by both parties and shall contain measures agreed upon. The minutes will make the basis for the course report and semester evaluation.

**Course representative:** (Enrico Riccardi and 16 students)

**The textbox below can be used as a template for the minutes.**

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| Course code / course name:  MOD550  *[code/name]*  Semester taught:  Spring- 25 | Number of credits:  *[credits]* 10 |
| Topics covered by the dialogue:  *Lectures:* How do you find the lectures?  - I would like to take notes on the slides, please upload them before the start of the class on canvas.  - Silence  - The break style (50-10) is good  - Good teaching pace  - The assignment goals are not very clear  *Information about course and syllabus:* Have you received the necessary information about the course and is the syllabus clearly defined?  *- More info about the exam*  *- Check with the exam office about the exam timing*  *Canvas:* How does the use of Canvas work?  - Put the slides before class.  - Use more directory structure  - Git is more convenient  *Feedback:* Is the feedback you receive on your work sufficient?  -  *Other topics:* Other conditions that work well or that should be addressed?  - Very good that you share online the class  - Recording might be rather helpful#  - Clearly state what notebook have been used in class (if any) | |