# Format agenda

**Agenda [Meeting name]**

Location: TU Library

Datum: 12/05/2022

Time: 13:30 - 14:30

Attendees: Daniel(chair) , Nathaniel(Minute taker), Diego, Lucas, Kenzo, Bianca Cosma

**Agenda-items**

[13:30-13:31] **Opening by the chair**

[13:31-13:36] **Check-in (mandatory!)**

front-end

is showed in the demo

back-end

is showed in the demo

connection between both back-end and front-end

Still waiting on the actual questionnaire to make the right calculation

cannot be easily abstracted => hard coded

hosting for the server

[13:36-13:40] **Reflection on feedback last week: what did you do with it? (mandatory!)**

[13:40-13:44] **[Frontend demo] – [Show progress]**

“showing the front-end”

it is looking pretty good

Bianca will take a look at the tests next week

[13:44-13:49]  **[Backend demo] – [Show progress]**

“showing the back-end”

Are the 5 questions going to be hard-coded? No, it is going to be one of the hyperparameters of the dashboard

[13:49-14:04]  **[GitLab] – [Bianca Feedback]**

Don’t have a Ci/CD yet   
we are going to work on it

don’t create a sprint milestone for this week, try to do it for next week, with a description of the week   
Upload your prints retrospectives

move all the document to the repo or share the Google Drive server

we are not doing a lot of merge requests,   
As long as the merge request is not 3000 lines, it is ok

have to do merge request for every merge of branches with dev and main

The branches are not consistently named

should create branches from issues, like this when we merge a branch, it means that the issue is closed.

Too many branches and confusing

rule of thumb : as many branches as issues

when a branch is made from an issue, it closes the issue when merged

Commit should be from the same format

there are no assignees to the issues, in the print retrospective, we show how worked on what and for how long.

From now on we could assign issues to persons => hold people accountable if they don’t do their work

[14:04-14:11] **[Presentation for Mid-term] – [Bianca Advice]**

want to see your progress => going to feel à rubric

Make slides

are there any guidways?

* take a look at the midterm rubric
* introduction
* architecture
* requirements, done, to do
* if we think we are on track, reasons for delay
* plan for next weeks
* we can talk about how we structure the code, data structures (even if Sandy don’t have a CS background)
* should show a demo, and a recording as plan B
* no strict guidelines
* 10-20 min
* for midterm not everyone needs to present, end term we should
* there will be a Q&A

[14:11-14:13] **Summary** **action points** – Who, what, when?

* Send new requirements for tomorrow
* prepare the presentation
* do the buddy check
* let her know if we want to meet twice next week

[start-14:20] **Feedback Round (mandatory! Give tips and tops to the chair and**

**team. Are the agreements in the code of conduct still followed?)**

every branch should be an issue

[14:20-14:20] **Question Round**

no questions

[14:20-14:22] **Closure by the chair**