

Administrative aspects :

How many weeks do we have? 12?

What should be the output of the internship?

For your master program: a report of X pages and a presentation

For you: let's talk about it!

Brenda: industrial application of the research

Ekaterina : Ph.D. candidature

Practical aspects :

How do you work in general?

How to communicate?

What type of questions? what tool?

- Notion-based ⇒ Github issue
- Technical ⇒ Github issue
- Brainstorming ⇒ Zoom

I'll check our Github repository's issue section 3 times a week: Monday, Wednesday, Friday, in the morning.

If you have an urgent question ⇒ email ⇒ I'll check my inbox 5 times a day at 9h, 12h, 15h, 18h, and 21h

If you have a very urgent question ⇒ call or SMS to 06 46 88 02 69, any time.

I am aware of the fact that sending email is an asynchronous mode of communication; therefore, I don't expect you to answer my email right away! It would be great if you tell me that you have received my mail the same day and if it is possible, tell me how much time you need to answer it. For instance, you can send me an « OK » as a response or «OK, tomorrow» or «OK, next week » to have an estimation about the time that it would take. If you don't know how much time you need, don't worry! Just say, «OK, I don't know »!

I might sometimes send you an email during the weekend or late in the night, or very early in the morning; I don't expect you to answer me during these times, neither. Work at your pace in the hours you prefer. What matters, in the end, is that be available and prepared for weekly meetings.

One weekly meeting: Brenda+ Ekaterina + Nika ⇒ what to do?

- Between 15 min to 30 min

- Talk about challenges + strategies to apply
- The night before (or sth like that!): a short report of what has been done, challenges, and ideas (up to 250 words) ⇒ on Github
- After the meeting: a brief report of what has been said, ideas and decisions (up to 150 words)⇒ on Github

If Juliana is available, she joins us; otherwise, she follows the project through the weekly reports and joins us when she judges it is necessary.