

Mini Report: AI Lab Infrastructure & Strategy

Christiaan Verhoef

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1 Weekly Agenda: June 2–7

1.1 Monday (Windesheim) — *Build + Handover*

- Tags: #dev #admin #infra
- [] GitHub cleanup for Maxime (start consolidation) #infra
 - [] Prompts for Mira to help the bots get more context #dev
 - [] Install Quarto prototype with Ronald #dev
 - [] Polish visuals for reporting PDFs #dev
 - [] Update Michiel’s reports #admin
 - [] Attend Windesheim + VCH standups #collab

1.2 Tuesday (Windesheim) — *LLM Lab & Infra Day*

Tags: #dev #infra #educ

- [] Support Mira: test MSTY + micro-RAG setup #dev
- [] Begin QEMU installation for replication #dev
- [] Obsidian workspace consolidation (Windesheim-wide) #infra
- [] Continue GitHub cleanup if needed #infra
- [] **Test Beer Game setup** (final check before Friday) #educ

1.3 Wednesday (Pangea) — *Strategy & Planning*

Tags: #admin #collab #educ

- [] Attend Pangea board meeting #collab
- [] Draft automation support survey (Michiel) #admin
- [] Clean GPT chats + archive last week's report #admin
- [] Outline modular AI workshop formats #educ
- [] Optional: test QEMU if time allows #dev

1.3.1 Wednesday Evening — *Personal Time*

Tags: #admin #life

- [] Discuss and draft financial plan with girlfriend #life
- [] Request new banking card #admin
- [] Resolve pincode issue with bank #admin

1.4 Thursday — *Student & Infra Support*

Tags: #educ #infra #collab

- [] VCH student progress meeting #educ
- [] Catch up with Fred re: semester planning #collab
- [] Continue infrastructure setup (GitLab + services) #infra

1.5 Friday — *Documentation & Activation*

Tags: #admin #educ

- [] **Beer Game final meeting** (Process Optimization minor) #educ
- [] Start automation interview draft #admin
- [] Write Ronald prototype handover notes #admin
- [] Publish this week's mini-report #admin
- [] Create invoice for Michiel #admin

1.6 Weekend (Sat–Sun) — *Catch-up & Cleanup*

Tags: #admin #infra #educ

- [] Finalize + send Michiel's automation survey #admin
- [] Prepare workshop templates & student guide drafts #educ
- [] Complete GPT chat cleanup & server backups #admin #infra
- [] Write GitLab deployment playbook #infra
- [] Rest + reflect