

Mini Report: AI Lab Infrastructure & Strategy

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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 aware. - [] Install Quarto prototype with Ronald #dev - [] Polish visuals for reporting PDFs #dev - [] Update Michiel's reports #admin - [] Attend Windesheim + VCH standups #collab

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 #infra - [] Continue GitHub cleanup (if needed) #infra - [] Test Beer Game setup #educ

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

4 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

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

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