

**Date:** 14.00 - 14.30, 23.04.2024

**Present:** Rebecca, Radu, Paul, Stefan, Calin, TA Andreea

**Chairman:** -

**Note Taker:** Rebecca

Meeting Notes:

- meeting notes, chairman, note taker
- Mondays at 17.00/17.30 TA Meeting
- upload agenda to GitLab
- make use of GitLab functionality
- decide on GitLab rules, inform TA to set them up / enforce them
- set up our own pipeline
- create a code of conduct
- it's important to take initiative and mention what we've done, what didn't work out, and keep in mind why we're doing something, not just why
- Set up midterm date

Questions:

- How is the Process evaluated?
  - GitLab
  - we have to inform TA of our progress
- Midterm
  - is just formative
- What is the difference between TA and Coach
  - Coach deals with Research as well
  - Coach deals with Product
  - Coach approves Project Plan - meet once after Project Plan, for midterm, for endterm
- Who grades the Presentations?
  - Client, Coach, TA, SP Coordinator
  - every person must present at least once for either midterm / endterm - 5 people is too much for endterm
  - everyone must answer at least one question for Q&A

Conclusion:

- TA Meetings: Mondays, at 5 - 5.30 pm - will last approx. 30 mins
- Set up GitLab
- Get started on the Project Plan
- create a Code of Conduct
- do we even need checkstyle for the pipeline?