Weekly report

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A meeting structure proposal

Ideas of meetings

- What should be communicated in a meeting?
- What would you like to take away from a meeting?
- How often and when should everybody present?
- Do you feel like you understand most discussions in a meeting?
- Do you feel comfortable presenting your work and asking questions and if not why?

My answers

- In a meeting a status update should be given and it should be communicated how is working on what and where the difficulties lie.
- I like to be updated on general things and I need the meeting to understand who might need my help.
- I think a presentation should either by very brief and every or every second week or only when one has really new results or questions. I would like a soft obligation to present once a month.
- I now understand almost all discussions. Halfway through my Master a lot of topics were not clear to me. In Zoom meetings I find it harder to listen.
- I feel comfortable presenting, sometimes I dislike speaking for too long when the meeting is already long.

A suggestion

- Add timeslots to the meeting to allow better planning of the allocated time.
- Add a Jira to improve the planning of tasks and streamline the reports
- Use Jira to have discussions and keep them available
- Maybe use a loose Sprint structure to decide for presentation deadlines
- What do you think?

Early separation for hadhad