

# Agenda - Group 12

## Planning

### Meeting Client:

- 21 november
- 28 november
- 5 december
- After the holiday: every friday

### Division of tasks (week 2.3):

Prepare the presentation/project plan:

- Background and aim of project  
⇒ Ronan
- Requirements, validation approach and risk analysis  
⇒ Suzanne
- Personal planning / logbook:  
⇒ Everyone (after your task)
- Responsibilities and teamwork  
⇒ Osman
- Files management  
⇒ Tijmen
- Tools used  
⇒ Alexander
- References  
⇒ Alexander
- Slides presentation  
⇒ Sjoerd and Suzanne

### Requirements:

- Must collect and structure datasets about WH management.
- Must learn how to transform text blocks into vectorised embedding using pre-trained models.
- Must develop and test information retrieval pipelines to obtain CCA concepts.
- Must analyse the extracted CCA concepts and discuss the findings.
- Should become familiar with key concepts in the intersection of WH management and CCA.
- Should compare the extracted CCA concepts with the previously annotated labels.
- Could discover the use of LLM-based retrieval using APIs.
- Could compare the effects of different models and methodological pipelines.
- Could manually annotate their own dataset for comparison.
- Won't train NLP models from scratch.

We have reviewed all the requirements and understand their purpose. The requirements clearly define the necessary steps for data collection, embedding retrieval, and evaluation. We do not wish to make adjustments.

# Code of Conduct

## Communication and Respect

- Be considerate to your colleagues.
- Every decision that influences the group needs a majority of 4 votes.
- Always give others a chance to voice their opinion in meetings.
- Do not interrupt when your colleagues are speaking in a meeting.
- In case of a conflict, first address the problem with the person in question, perhaps in a private meeting. If the problem is not resolved then communicate the problem to the respective TA.
- In the case that you cannot meet a deadline, notify the group at least 24 hours beforehand.
- Take into consideration how comfortable people are at holding external/internal meetings.
- Communication takes place via Whatsapp group chat (main channel).
- Scheduled meetings with the group take place via Microsoft Teams.
- Communication with the responsible TA takes place via ...
- Each member is encouraged to partake in the meeting and share their ideas.
- Be punctual for meetings and work sessions.
- Keep all communication clear, concise, and respectful.
- Keep personal issues separate from group work as much as possible.
- Provide constructive feedback and avoid negative or dismissive comments.
- Make sure shared documents are updated regularly.
- Inform the team if you will be late for a meeting.
- Respect boundaries regarding workload and availability.
- Stay open-minded when others propose new ideas.
- Do not make decisions on behalf of the group without consent.
- Use agreed-upon file naming conventions and folder structure.
- Respect privacy and do not share internal discussions outside the group.
- Maintain a professional tone in all written and verbal communication.
- Encourage a supportive and inclusive group environment.

## Work

- We use Google Drive to organize the files and Github for code development process.
- Each task must be well-defined:
  - ❖ The tasks are entered in the issues.
  - ❖ The definition of done should be included.
  - ❖ All issues must be given a deadline, weights and milestones.
- Each developer must finish their assigned tasks before the individual deadline. If the deadline is not met, investigate the reason as to why the task

was not completed. And try to find solutions with the group to finish everything before the group deadline.

## **Effort & Goals**

- Aim to build a product that we are proud of while satisfying the client.
- Each member is expected to work an average of 36 hours per week.
- Weekly meetings
  - ❖ TA meeting (Friday?), Client (Friday) and a group meeting (Friday or online) per week at a minimum.
- Agenda for TA meetings: Inform of the progress of the project to the TA (with a demo or presentation) and address any questions.
- A member of the development team is required to take notes in any meeting with a stakeholder.
- The meeting must start no later than five minutes past the scheduled time.
- Inform the group beforehand if you can't attend a meeting at least a day before.
- Each meeting should have a scrum review where each person discussed the issues completed or in progress.

## **Responsibilities**

### *Contact Lead:*

- Responsible for communicating with the client and, when necessary, the TA. Ensures that all external communication is clear, correct, and shared with the group.

### *Notetaker:*

- Takes structured notes during meetings. Also documents important discussions and decisions made in the group chat to maintain a clear record.

### *Agenda Keeper:*

- Sends the weekly program every Sunday evening in the group chat.
- Checks which group members will be present at meetings and activities.

### *Document Manager:*

- Organizes and maintains all project files in the shared folder.
- Ensures documents are up to date and correctly named.
- Makes sure all members have access to the right files.

**Roles Assignment Table:**

<b>Week</b>	<b>Contact Lead</b>	<b>Notetaker (meetings/chat)</b>	<b>Agenda Keeper</b>	<b>Document Manager</b>
2.2	Osman	Sjoerd	Ronan	Tijmen
2.3	Suzanne	Alexander	Osman	Sjoerd
2.4	Ronan	Tijmen	Suzanne	Alexander
2.5	Sjoerd	Osman	Alexander	Ronan
2.6	Alexander	Suzanne	Tijmen	Osman
2.7	Tijmen	Ronan	Sjoerd	Alexander
2.8	Osman	Suzanne	Ronan	Tijmen
2.9	Suzanne	Sjoerd	Tijmen	Ronan

*In week 2.3, we will further discuss which student will primarily focus on each aspect of the project (coding, report, presentation, etc.).*