Agenda Template

Agenda TA Meeting Week 9

Location: [Online]
Datum: [19.06.2023]
Time: [09:00 – 10:00]
Attendees: [Vlad Nitu, Rares Toader, Diana Micloiu - chair, Matei Mirica – minute taker, Cristian Ciacu]

Agenda-items

[09:00– 09:01]   **Opening by the chair.**

[09:01 – 09:02]   **Quick check-up round** – How is everyone doing?

[09:02 – 09:15]   **Reflections on last week:**
- **Migrate Database to PostgreSQL**
- **Added statistics on the Main page**
- **Queue data structure issue researched, but dropped**
- **Added an option for seeing more articles**
- **Added a slide for filtering articles based on the similarity ratio lower bound provided by the user**
- **Attended the last session of Teamwork**
- **Submitted Assignment 11 -> Individual reflection**
- **Submitted Draft Report**

[09:15 – 09:30]   **Demo in the current state of the application**

[09:30– 09:33]   **On this week's TO DO List**
- **Attend the last Technical Writing session -> on Zoom from 11:40 AM**
- **Assignment 12 -> Assessment of own report -> deadline Tuesday 20th June**
- **Assignment 13 -> Final Report -> deadline Sunday 25th of June**

[09:33– 09:45]   **TA Slot** – feedback from our TA

[09:45– 09:55]   **Questions round** – questions for our TA
- Any example of a table for requirements and matrix of the general division of labor which we can see?
- Why is the Gitlab board example not relevant?
- When is the exact deadline for the code?

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- What should be included in the READ.me file and how long it should be?
- Any on-the-spot questions that may appear.

[09:55 – 09:57]   **Set up the new chair and the minute taker for next week.**

[09:57 – 10:00]   **Closure.**