



Agenda Template

Agenda TA Meeting Week 7

Location: [Pulse Hall]
Datum: [05.06.2023]
Time: [9:45 – 10:45]
Attendees: [Vlad Nitu – chairman, Rares Toader – minute taker , Diana Micloiu, Matei Mirica, Cristian Ciacu]

Agenda-items

- [09:45 – 09:46] **Opening by chair.**
- [09:46 – 09:47] **Quick check-up round:** - How is everyone doing?
- [09:47 – 09:51] **Reflections on last week**
- **TUWrite** - Submitted Assignment 6 (Introduction) after receiving feedback from one teammate (as the deadline got extended due to resists)
 - **Teamwork** – Attended 3rd Teamwork session on “Team Dynamics” and Submitted Assignment 7 (Core Quadrants) during this lecture.
 - Completed **Sprint 4** of our project.
- [09:51 – 09:59] **TA slot** – Any feedback / reminders from our TA?
- [09:59 – 10:05] **Last week’s progress** – each member should present the features he/she has worked on during the last week, according to what he/she wrote down in the **Sprint Retrospective #4** document.
- [10:05 – 10:15] **Demo in the current state of the application**
- [10:05 – 10:17] **Current Week (W7) TO-DO List**
- Attend 3rd TUWrite session @Online – slot of 20/25 minutes in which we will **present Assignment 9: Progress Presentation** (that was conducted beforehand) -> **Submission Deadline 6th of June**
 - [Assignment 8: Style tutorial \(individual\)](#) – will be conducted after presenting Assignment 9 to TUWrite lecturer, so after 3rd TUWrite session
- [10:17 – 10:21] **Question round** – questions for our TA
- Should we run the integration tests once a week (per release, when merging `dev` into `main`), or just running these integration tests is enough? -> On release



- Do you have any tips for redacting / conducting the Technical Report? When did you started working for the final report? Do you have any tips on this side? -> W8/9, plan at least 1 day full-time (before deadline) to go through the entire final report together; have the rubric aside when proof-reading.
- Is the team members' contribution stable and comparable? -> Yes, better than W6.
- Are we on-track with all the aspects of the project? -> Yes
- Would you like to see the Progress Presentation slides? -> No

[10:21 – 10:27]

Team feedback round

[10:27 – 10:29]

Set up the new chair and minute taker for next week

[10:29 – 10:30]

Closure