



# 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 3<sup>rd</sup> 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 3<sup>rd</sup> TUWrite session @Online – slot of 20/25 minutes in which we will **present Assignment 9: Progress Presentation** (that was conducted beforehand) -> **Submission Deadline 6<sup>th</sup> of June**
  - [Assignment 8: Style tutorial \(individual\)](#) – will be conducted after presenting Assignment 9 to TUWrite lecturer, so after 3<sup>rd</sup> TUWrite session
- [10:17 – 10:21] **Question round** – questions for our TA
- Would you like to see the Progress Presentation slides?
  - Do you have any tips for redacting / conducting the Technical Report?



- Is the team members' contribution stable and comparable?
- Are we on-track with all the aspects of the project?

[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**