Agenda Template

Agenda TA Meeting Week 5

Location: [Pulse Hall]
Datum: [22.05.2023]
Time: [9:45 – 10:45]
Attendees: [Vlad Nitu, Rares Toader, Diana Micloiu - chair, Matei Mirica – minute taker, Cristian Ciacu]

Agenda-items

[09:45 – 09:46]   **Opening by the chair.**

[09:46 – 09:47]   **Quick check-up round** – How is everyone doing?

[09:47 – 09:57]   **Reflections on last week:**
- Submitted Assignment 5 and got feedback on it.
- Attended the 2nd Teamwork session.
- Completed first Buddycheck.
- Attended an in-office meeting with the client.
- Implemented the functionality of two new services.
- Made a script to populate the database and extract articles from the file provided by the Utrecht University Research Group.
- Augmented the front end with a dropdown menu feature for better usability.
- Solved bugs.
- Ongoing research on algorithm efficiency improvements.
- Planned midterm presentation.

[09:57 – 10:07]   **Demo in the current state of the application**

[10:07 – 10:10]   **On this week's TO DO List**
- **Attend the 2nd Technical Writing session @ Fellowship Instruction room 2 from 10:45 until 12:45.**
- **Midterm Presentation @Kerckhoffs VMB (Building 28), from 10:00 -11:00 AM.**
- **Assignment 6 (individual) -> Deadline 23rd of May.**

[10:10 – 10:15]   **TA Slot** – feedback from our TA

TUDelft

[10:15 – 10:21]   **Questions round** – questions for our TA
- Tips on midterm presentation
- On-spot questions that may appear

[10:21 – 10:27]   **Team feedback round.**

[10:27 – 10:29]   **Set up the new chair and the minute taker for next week.**

[10:29 – 10:30]   **Closure.**

TUDelft