



Agenda Template

Agenda TA Meeting Week 3

Location: [Pulse Hall 1]
Datum: [08.05.2023]
Time: [9:45 – 10:45]
Attendees: [Vlad Nitu, Rares Toader – chairman , Diana Micloiu, Matei Mirica, Cristian Ciacu – minute taker]

Agenda-items

- [9:45 – 9:46] **Opening by the chair & approval of the agenda**
- [9:46 – 9:49] **Quick check-up round** – how is everyone doing?
- [9:50 – 9:54] **Reflections on last week:**
- **Finalized and submitted the Code of Conduct and the Project Plan**
 - **Attended the first Teamwork session**
 - **Attended the Ethical analysis session**
 - **GitLab organization wrapped up:**
 - Labels
 - Issue list
 - Boards
 - Milestones
 - **Assigned issues because our first sprint started!**
 - **Already started to code:**
 - Frontend: the main page is practically done
 - Backend: database connection is done, we went with MongoDB, and we have a cloud set up with Atlas, some entities and endpoints, and some unit + integration tests.
- [9:55 – 10:00] **Demo of the current state of our application**
- Show frontend and some Postman requests
- [10:01 – 10:05] **Upcoming activities**
- **Attend the first Technical Writing session @ Fellowship Instruction room 2 from 10:45 until 12:45**
 - **First meeting with our coach, planned for Thursday, the 11th of May, from 10AM**
 - **The weekly meeting with our client, on Friday, the 12th of May at 4PM**



[10:06 – 10:10]

Upcoming assignments:

- **Assignment 3: Table of Contents (group)** => due 11th of May, at 23:59
- **Assignment 4: Writing the Introduction (individual)** => due 11th of May, at 23:59
- **Assignment 5: Designing your product (group)** => due 16th of May, at 23:59

[10:11 – 10:15]

TA slot – any reminders from our TA?

[10:11 – 10:20]

Question round – questions for our TA

- Can we set our midterm presentation date?
- Is there any news about the final presentation slots?
- Is it ok if two people work on the same branch, but there will only be one merge request?
- Any questions that come up during the discussion.

[10:21 – 10:26]

Tip & Top round – Quickly give each other feedback, in a round-robin fashion, by mentioning something a teammate did well (the tip) and something they could improve on (the top)

[10:26 – 10:27]

Set new chair and minute take for next week.

[10:29 – 10:30]

Closure