

# Taking minutes

## Agenda for the TA meeting Week 6.

Location: Online  
Date: 29.05.2023  
Time: 9:45  
Attendees: Diana Micloiu, Cristian Ciacu, Rares Toader, Vlad Nitu, Matei Mirica, Codrin Socol (TA)

### Agenda items

#### Summary of action points

- ➔ Submitted Assignment 6 (introduction) written after receiving feedback from a teammate
- ➔ Attended the 2<sup>nd</sup> Technical writing session.
- ➔ Received first Buddycheck feedback.
- ➔ Had midterm presentation and received midterm presentation feedback (GREEN).
- ➔ Attend the 3<sup>rd</sup> Teamwork session @ Drebbelweg IZ2 from 10:45 until 12:45 (on Thursday instead of Monday!)
- ➔ Assignment 7 (individual) -> Deadline 1<sup>st</sup> of June (Thursday).

#### Opening by Chairperson

- ➔ Everyone is present at the meeting.

#### Approval of the agenda (optional)

- ➔ Agenda has been approved and will be posted on Gitlab.

#### [Reflection on last week]

- ➔ Each teammember presents his contribution in Sprint #3, that can also be found in Sprint Retrospective #3 document on GitLab

#### [Feedback from TA]

##### 1. Meeting feedback

- ➔ Make sure to create a ReadME file for the project with a thorough description and
- ➔ Include a document in your repository that details the API specification.
- ➔ Vlad should go slower through the slides and information about the project.
- ➔ Make sure to keep the presentation inside the timeframe (i.e: 20-25 minutes at most, we exceeded the time limits during the midterm presentation)
- ➔ Keep the presentation a bit less technical (i.e: client did not have a strong technical background).
- ➔ Touch upon rubric criterias: SCRUM, Sprints of 1 week, how they worked; used Moscow to prioritise features; Software quality (all code is documented and fully teste); maybe Ethics (ask client about what they meant).
- ➔ Contributions should be somewhere similar.

- ➔ Check rubric on Brightspace & make sure you tick all the boxes to get a high grade.
- ➔ By adding design patterns, we should include a secondary document about the Architecture and Design Patterns, create diagrams (similar to SEM) of the design patterns used.
- ➔ Add the percentage over the pointer in progress bar (TODO).
- ➔ Explain the large amount of research done, document everything you've done to show that the project's problem was hard to solve.

[Other points]

- ➔ Presented the contributions in a live demo to our TA
- ➔ (!) Upload midterm feedback on GitLab after the meeting.
- ➔ (!) Post all sprint retrospectives on GitLab after the meeting.
- ➔ Set-up next week's minute-taker (Rares) and Chairman (Vlad).