121-2012-07-04-staff-mtg-agenda

20 August 2013

1 Staff Meeting Agenda (NOTE UNUSUAL TIME/DATE: 2011-07-04; 8:15AM-9:15AM; ICCS 238)

1.1 AFTER MEETING TODO items [3/17]

- **TODO** (Nathan): confirm whether the July 25 and 27 12:30-14:30 lab would be doable for you

- **TODO** (Norris): assignment pickup ~2:30-2:35PM in DMP 110 Friday

- **TODO** (Norris, Alyanna): Wednesdays invigilate quiz near start of class

- **TODO** (Norris, Kailun): invigilate final exam Sat Aug 4 10-1:30PM in SCRF 100 (arrive ~20 mins early!)

- **TODO** (Norris, Rose): A#2 marking (see Assignment #2 section)

- **TODO** (Rose): last week of classes, for final exam, WARN ABOUT BUS CONNECTIONS (some don't come to UBC on Saturdays) (write now, post later)

- **TODO** (Steve): after hearing from Vanessa, request that Samantha attend that lab meeting

- **DONE** (Steve): decide what to do with undersubscribed tutorial (TTh 1-2PM, only 10 students)
  CLOSED: *2012-07-04 Wed 08:24*

  Pulling Andrew from TTh but leaving Nathan on.

- **DONE** (Steve): ensure that OQ3 marks are released
  CLOSED: *2012-07-04 Wed 17:53*

- **TODO** (Steve): given lab break on Friday the 13th, have only one person in morning/evening lab and maybe two in afternoon lab

- **TODO** (Steve): have assignment ready to release by Friday so students can have weekend (no EXTRA lab Q needed this week)

- **TODO** (Steve): rewrite Andrew's tutorial entry as office hours in the Google calendar (blue)

- **DONE** (Steve): tell students TODAY whether pulling A2Q7 to A3.
  CLOSED: *2012-07-04 Wed 17:53*

- **TODO** (Steve, Kailun): dry-run discussion of Quiz 2 during Steve's 10-12 office hours Thursday (tomorrow)

- **TODO** (Vanessa): draft a lab question or two for the assignment (and exam/quiz) for Labs 1-7 or so; if 1-5, goes on A3, else goes on A4

- **TODO** (Vanessa): tell Steve when (Rose or Norris) and Nathan would have to attend the lab meeting to prep for that week's labs

- **TODO** (Vanessa): tell Steve whether to announce WF 12:30-2:30 lab is too busy to take extra people

1.2 Last meeting TODO items [19/19]

- **DONE** (all): attend godawful staff meeting time Wed Jul 4 8:15-9:15AM ICCS 238
  CLOSED: *2012-07-04 Wed 08:18*

- **DONE** (Andrew): try DLC for this week; we'll get a different room next week if it doesn't work
  CLOSED: *2012-07-04 Wed 08:18*

- **DONE** (Nathan, Andrew): take attendance week 1 (doesn't have to be "attended full session")
  CLOSED: *2012-07-04 Wed 08:23*

  - TTh: Nathan (3-4)
  - WF 11:30: Nathan (20), Andrew (0-3)
  - WF 5: Nathan (10), Andrew (0-3)

- **DONE** (Norris, Rose): A#1 marking (see Assignment #1 section)
  CLOSED: *2012-07-04 Wed 08:18*

- **DONE** (Steve): breakfast for Wed 8:15AM staff meeting
  CLOSED: *2012-07-04 Wed 08:18*

- **DONE** (all): if you want office hours, jump in
  CLOSED: *2012-07-02 Mon 16:05*

- **DONE** (Norris): propose 2 hours of office hours, perhaps Thu daytime?
  CLOSED: *2012-06-30 Sat 14:46*

- **DONE** (Rose): propose 2 hours of office hours, perhaps Tue evening
  CLOSED: *2012-06-30 Sat 14:46*

- **DONE** (Steve): **SEE NOTE IN BODY**; cross-check lab schedule vs. Samantha; put this item on agenda far enough in advance for lab prep meeting
  CLOSED: *2012-06-25 Mon 21:41*

  Might be able to do evening lab only. Not a solution for other labs, sadly :(

- **DONE** (Steve): ask Kailun for timing on Quiz 1 (also errors)
  CLOSED: *2012-06-25 Mon 21:37*

- **DONE** (Steve): fix to do items in quiz
  CLOSED: *2012-06-30 Sat 07:49*

- **DONE** (Steve): have assignment ready to release by Friday so students can have weekend (no EXTRA lab Q needed this week)
  CLOSED: *2012-06-30 Sat 07:47*

- **DONE** (Steve): put on next agenda to decide re 1% for tuts after we have some data
  CLOSED: *2012-06-25 Mon 21:44*

- **DONE** (Steve): schedule room for 8:15-9:15AM Wed for next week's staff meeting (ICCS 238)
  CLOSED: *2012-06-30 Sat 07:57*

- **DONE** (Steve): announce room for 8:15-9:15AM Wed for next week's staff meeting
  CLOSED: *2012-06-30 Sat 07:58*

- **DONE** (Steve): announce (a) tut format (b) w/in room limits, can attend any/multiple tuts, (c) open-book format for quizzes, (d) WORK IN PAIRS for HW
  CLOSED: *2012-06-30 Sat 07:49*

- **DONE** (Steve): update slides per notes from lecture
  CLOSED: *2012-07-02 Mon 16:06*

- **DONE** (Steve): move misplaced LG to Conds/Equivs section
  CLOSED: *2012-06-30 Sat 14:02*

- **DONE** (Steve): announce quiz LG contents
  CLOSED: *2012-06-30 Sat 14:45*

1.3 Rough Hours Report

NOT your official hours.. just for me to load balance!

	Rough Hours since start of last staff meeting	In the "late" hall of shame?
Steve	lots	**Was LAST Week**
Alyanna Uy	12	
Andrew Tjia	6	
Kailun Zhang	14	
Nathan Tomer	12	
Norris Lee	2.5	
Rose Gambrel	10	
Samantha Leung	NOT HERE UNTIL ~Jul 16	NOT HERE UNTIL ~Jul 16
Suman Mukherjee	9	
Vanessa Kroeker	10	

1.4 Questions?

Lab schedule? (i.e., makeup lab timing)

1.5 State of the Course Report

- Lecture (Steve)

- TAs: particular problems/successes in lab/tutorial/DLC?
  TODO (Vanessa): tell Steve whether to announce WF 12:30-2:30 lab
  is too busy to take extra people

1.6 Labs

- Reportback from lab meeting [Mon @ 9AM] (if broader discussion
  needed)

- BRIEF summary for everyone of next **three** labs
  W: scalability, multiplexers, chains/trees, priority chains ("building up"
  from a module) F: demultiplexing, time-division multiplexing, simpli-
  fied ALU next W: sequential circuits, frequency division, shift registers

- Anyone need to swap/cover/skip a lab in the next two weeks?

  – We need extra help at all six lab sessions on W/F of the week
    July 23-July 27.
    Samantha can do the 9:30-11:30 labs and probably the 18-20 labs
    if needed. Can we rearrange to cover the 12:30-14:30 labs?

Day	Time	Current TAs	Available TAs??	
W	9:30-11:30	**Vanessa**, **Kailun**, **Samantha**	Kailun, Andrew, Vanessa	
W	12:30-14:30	**Vanessa**, **Suman**	Suman, Andrew, Nathan	
W	18:00-20:00	**Kailun**, **Suman**, Rose or Norris	Suman (N), Kailun, Norris, Rose,	
F	9:30-11:30	**Vanessa**, **Kailun**, **Samantha**	Kailun, Andrew, Vanessa	
F	12:30-14:30	**Vanessa**, **Suman**	Suman, Andrew, Nathan	
F	18:00-20:00	**Kailun**, **Suman**, Rose or Norris	Suman (N), Kailun, Norris, Rose,	

TODO (Nathan): confirm whether the July 25 and 27 12:30-14:30 lab would be doable for you TODO (Vanessa): tell Steve when (Rose or Norris) and Nathan would have to attend the lab meeting to prep for that week's labs TODO (Steve): after hearing from Vanessa, request that Samantha attend that lab meeting

1.7 Tutorials

- Often kept short during full staff mtg (since only 2 tutorial TAs)

- DECIDE: Use the "discretionary mark"?
  What attendance data did Andrew/Nathan get, particularly Thu/Fri?

  NOT using the discretionary mark here.

- Rough plan for next two tutorials?

  - Nathan: organized session

  - Andrew: office-hours-style session

  - Upcoming homework: usually posted already or see Vista (sample sol'n often posted where visible to TAs) or World/current/Assignments/private directory on course account.

  - Upcoming quizzes: see World/current/Exams/private directory on course account

  - Upcoming "motivating problems": in slides

  - Also see World/current/Exams/private/questions-lgs.org on course account. **ASK ME** before using questions that are there!

  - Decide what to do with undersubscribed tutorial (TTh 1-2PM, only 10 students)

- Anyone need to swap/cover/skip a tutorial in the next two weeks?

1.8 DLC

Rose and Norris's office hours are posted on the website. Any reportback? Any additional takers?

- Anyone need to swap/cover/skip an office hour in the next two weeks?

1.9 Marks update

- Outstanding marks?

  - Lab marks
  - Assignment marks
  - Quiz marks
  - Online quiz marks

  TODO (Steve): ensure that OQ3 marks are released

- Vista synchronization
  Alyanna will take on Vista sync role. THANK YOU!

  Need someone to handle this annoying but important and able-to-be-done-from-home task:

  - Make sure the "out of" fields on grades are correct
  - Make sure grades are released once they're okayed at the staff meeting (or otherwise)

1.10 Assignments

- Assignment #1

  - Marking report
    Any lessons for everyone from the marking? Rose: generally good. 52/55 students submitted.

- Assignment #2

- – Status report
  TODO (Steve): tell students TODAY whether pulling A2Q7 to A3.
- – Pickup planning (in class Friday at 2:30PM)

- – Marking planning
  * Qs that **must** be marked: 4, 5, and sadly 6
  Other Qs: let's see how far we get.
  TODO (Norris, Rose): A#2 marking (see Assignment #2 section)
  Normal goal: Mon by 4:30PM in DMP 110 (have marks already recorded separately)

- Assignment #3
  Brief planning discussion.

  TODO (Steve): have assignment ready to release by Friday so students can have weekend (no EXTRA lab Q needed this week)

  - – Lab question thoughts?
    TODO (Vanessa): draft a lab question or two for the assignment (and exam/quiz) for Labs 1-7 or so; if 1-5, goes on A3, else goes on A4

1.11   In-Class Quizzes/Exams

- Quizzes (no midterms; not sure re homework)
  Every Wed 2:30-~3:20 in class.

  - – Invigilators
    Could use two people who can attend lecture times: Andrew and Norris, most likely.
    Norris and Alyanna: Wednesdays invigilate quiz near start of class
    Norris to collect quizzes for marking.
  - – Quiz Markers
    Andrew, Nathan, Norris, and Rose?
    * Plan for this week?
    * Plan for next week?

- Final exam: Sat Aug 4 10-1:30 in SCRF 100
  Marking room: ICCS 238 (Aug 4 1PM to Aug 6 10AM), ICCS 104 (Aug 6 10AM - 5PM)

  Please don't leave town (unless already arranged with me) prior to Aug 6. Let me know if that causes hardship! (We decided to mark ASAP (i.e., over the weekend).)

  Norris and Kailun: invigilate final exam Sat Aug 4 10-1:30PM in SCRF 100 (arrive ~20 mins early!)

1.12   Website/Piazza/Vista issues?

1.13   Requests and Resources?

- Anyone need course account?
  cs121@ugrad.cs.ubc.ca Can log in at remote.ugrad.cs.ubc.ca.

1.14   Random

- time-sheet signing?

- help desk: now ICCS 255

- copy code: 1831

1.15   End of Meeting

Steve gets his notebook and checks on when we have a lab "gap"

TODO (Steve): given lab break on Friday the 13th, have only one person in morning/evening lab and maybe two in afternoon lab

Andrew, Norris, Rose: more hours? Kailun: fewer hours? (Probably OK.)

Quiz marking discussion

TODO (Steve, Kailun): dry-run discussion of Quiz 2 during Steve's 10-12 office hours Thursday (tomorrow)