Solution wording

“This solution is trivial/obvious”
- In general a good idea to remove (offend/upset students who don’t immediately see it)
- Useful for students to know if something shouldn’t be taking a lot of time because it has a very easy proof
- Maybe reword

Final Exam

At least 2 students (maybe more) taking the final on Monday
- Have exam deliverable on Monday
- **UTAs should submit their problem suggestions ASAP**

Final is on Thursday morning in 34-101.

3 staff responsible for proctoring at a given time:
- First 1hr30min (9:00-10:30): Ben, Mischa, Maria
- Second 1hr30min (10:30-12:00): Lisa (needs to be notified), Annie, Maria

MITx Online Survey

Professor Meyer would like to know:
- **Effort on HW (per problem)**
  - Also can be gotten from HW surveys
- **Summary report of interesting results from survey**
  - E.g. how satisfied students are with coaches/teams

Don’t need an exit survey, but course evaluations are useful, so get students to fill that out. Remember to remind students on Friday and again last class.

Final Grades
Reply to invite for Friday grades meeting and show up
  ● LAs represent your students (written statement not as effective)

If you can make grading the final for even an hour, then come.

People who cannot meet final grades meeting on Friday morning:
  ● Divya, Annie, Tasha — Divya will video conference

Misha should send sample spreadsheet of student grade rankings (and each part of those grades) to Professor Meyer with 3 excused participation grades fixed by hand

Send an announcement to students: last call for issues with grades

**STAFF: reply to google invites to Friday grades meeting and also to Thursday grading session**

**Making problem solving videos**

Now a little late, but still worth doing.

Coaches should ask teams which problems they want seen solved; don’t raise expectations, since we may not get this done.

UTAs can also offer judgements on worthwhile candidate problems for soon videos based on their experiences in office hours.

Professor Meyer will help staff set up video recording, etc.

Still useful even if not in on time.

**Review session**

Next week NO OFFICE HOURS. Office hours Mon & Tue of finals week of review. Maybe have general review session(s) in addition. UTAs should organize this. Even with review session, it’s still good to have office hours for students to come in and ask questions.

**Students caught copying**

External sources:
• Full credit if used external sources WITH CITATION and not just copied
• If cited, the worst that can happen is no credit for a copied soon.
• If uncited, then you lose credit for the entire problem set.

At least 4 cases of uncited copying found.

Discussion of possible approaches:
• Go investigate
• Turn a blind eye ← Probably
• Offer an amnesty (no punitive consequences) for confessions.
  (Extend amnesty to 4 already caught copying?)
Policy undecided.