**Meeting attendees**

Yijun Zhou, Om Arora Jain

**Meeting time**

12:00–12:30 pm 2023.6.20

**Meeting Agenda**

1. Discuss the plan in details
2. Imed.odpac.net
3. Talk with Om about the flow chart

**Progress made in the past week.**

**Issues/Questions**

**Comments**

**In terms of the plan for writing:**

Needs to redistribute time around the methods, results, results analysis, and conclusions. Spent less time for the background, including the definitions and description of each of the hyperparameters. We can use some of the background we previously wrote in our two published paper, and do some rewording. Jiang and Yijun focus take responsibility for the methodology, Yijun and Om take the main responsibility for the results and results analysis. We will all contribute to the background. Jiang will be responsible for introducing the datasets.

**Ongoing tasks that covers more than a week**

**Specific tasks for the coming two weeks**

1. Refine the flowchart if necessary.
2. Yijun can upgrade the plan for writing the manuscript and make more details assignment to each of us. For instance, you can say Dr. Jiang will work on L1, Om will work on epoch, and Yijun …….. use the comments I just made above as the guidance. Please have deadlines for each assignment.
3. We will all review/proofread the parts written by the others.
4. Once Yijun is done with the detailed plan, Om can work on the assignment made by Yijun on Tuesdays and in the meantime work on the paper based on the plan.

**Less urgent tasks**