**Meeting attendees**

Yijun Zhou, Om Arora Jain, Xia Jiang

**Meeting time**

1:00–2:00 pm 2023.6.30

**Meeting Agenda**

1. Yijun presented her work during the week, in terms of manuscript and mentoring.
2. Om presented his work during the week, in terms of manuscript and training activities.
3. Dr. Jiang offer more of her ideas about how to write the manuscripts, and showed her work regarding the manuscript.
4. Provided feedbacks/answers to questions.
5. Resolved related issues.

**Progress made in the past week.**

**Issues/Questions**

**Comments**

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

**Overall Goal of the entire training session.**

1. Putting together the manuscript for SHGS.
2. Develop a user manual for iMed?

**Specific tasks for the coming week**

**Less urgent tasks**