**Meeting attendees**

Xia Jiang, Yijun Zhou, Om Arora Jain

**Meeting time**

12:30–1:00 pm 2023.6.9

**Meeting Agenda**

1. Review progress that you made from last meeting.

Yijun and Om set up a regular Tuesday meeting. Suggest that keep a good record such as create meeting notes. Suggest to provide more specific tasks that can be evaluated.

1. Provide my suggestions/feedback.
2. Work assignment suggestions.
3. Introduced our AWS applications to Om.

**Progress made in the past week.**

**Issues/Questions**

**Comments**

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

**Specific tasks for the coming two weeks**

1. Read the two papers published by lab members, which is current in our new repo.
2. Draw a flow chart about your understanding of SHGS (based on what I described today during the meeting), which you can show us the next meet, and so we can help you understand better.
3. Suggestions to Yijun: consider asking Om to test iMed as a common user, give feedbacks and suggestions (all write-ups should be pushed to our hillmanAcademyTraining2023 repo), and help writing a user manual for iMed.
4. Suggestion to Yijun and OM: Please make plan for finishing up writing the manuscript (results, result analysis, and conclusion) one week before Om’s final presentation.

**Less urgent tasks**