**Minutes of the Meeting**

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| **Title** | 11. Team Meeting |
| **Time & date** | 8:00 pm to 9:30 pm, 06/04/2025 |
| **Meeting called by** | 2025-S1-38 (Capstone 11522) |
| **Members present** | Pema Gyamtsho, Thinley Rabgay, Thinley Dema, Ugyen Lhatshok, Zhijia Ren |
| **Minute taker** | Ugyen Lhatshok |
| **Type of Meeting** | Microsoft teams meeting |

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| ***Task tracker 1. Teams meeting*** | | | |
| **Action Items** | **Person Responsible** | **Deadline** | **Status** |
| Present on reviewed results | All members |  | Ongoing |
| ***Minutes of the Discussion*** | | | |
| **Agenda** | **Discussions** | | |
| Update on analysis | * Shared updates on the ongoing analysis. Due to the nature of the research articles, it has been challenging to group findings under a theme and requires repeated and thorough reading to ensure accuracy and consistency. * Progress is steady, but additional time may be needed for deeper synthesis and thematic coding. * Thinley Rabgay worked on cleaning up the records in Covidence and successfully tracked all duplicate entries. * The team needs to schedule a time to sit together, review the duplicate records, and finalize a consistent and uniform dataset. | | |

**Next Meeting schedule:** 3:00 pm, Friday, 11 April 2025

**Type of meeting**: Face-to-Face with Sponsor/Mentor

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| **Sl no** | **Agenda Item** | **Person Responsible** |
|  | Present analysis table to sponsor and mentor | All members |
|  | Sit together and finalize Covidence synthesis | All members |