**Minutes of the Meeting**

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| **Title** | 15. Meeting with Sponsor and Mentor |
| **Time & date** | 3:30 pm to 4:30 pm 17/04/2025 |
| **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** | In person |

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| ***Task tracker 1. Meeting with Sponsor and Mentor*** | | | |
| **Action Items** | **Person Responsible** | **Deadline** | **Status** |
| Take minutes of the meeting | Ugyen Lhatshok | 17/04/2025 | Completed and shared with the teams |
| ***Minutes of the Discussion*** | | | |
| **Agenda** | **Discussions** | | |
| **Presented findings of RQ1-RQ5** | Sponsor feedback: Research Question 1  * Clearly elaborate on the thematic analysis approach, including how themes were derived and applied. * Justify any variations in included/excluded studies and explain exclusions explicitly in the methodology, not in the findings. * Question 1a may either be embedded within RQ1 or discussed explicitly under the RQ1 discussion section. * If a teaching strategy appears across multiple themes, this must be explained in the discussion section not in the findings.  Research Question 3  * Report the assessment tools used in each study (e.g., EasyChair assignment submissions, EasyAuthor tasks, architectural kata quizzes). Revisit and cross-check reported assessment practices esp. EasyChair, EasyAuthor, architectural kata quizzes before assigning them to a specific theme. * Include references for each assessment method used and reflect this in tables or figures that support RQ3. * Need to explain under the discussion for identifying an assessment method that are used across multiple theme.  Research Question 4  * Findings should consist of three types of challenges:   1. Challenges specific to educators   2. Challenges specific to students   3. Common challenges affecting both * Address academic integrity if it arises as a challenge, particularly in assessment discussions.   General Feedback   * Maintain consistency in the format of graphs and figures used and ensure any studies used in answering RQs must be referenced in the table for clarity. * Ensure that any references cited in the research must be reported/reflected. * The findings section must only report what was discovered through the analysis, avoid interpretation or opinion here. * Discussion * Any notable observations (e.g., strategy effectiveness, frequency of usage, gaps in application) should be addressed in the discussion, adding insights and nuance to the findings. * Cite specific studies to support both useful and underutilized strategies. For example, reference a paper that frames a strategy as effective, yet underused in IT education. * Introduce new ideas or synthesis derived from your review in this section not the findings. | | |

**Next Meeting schedule:** 3:00 pm, Wednesday, 23April 2025

**Type of meeting**: Team meeting

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| **Sl no** | **Agenda Item** | **Person Responsible** |
|  | Group discussion on Research finding and discussion and also work on poster. | All members |