**Virtual Teams Meeting**

**Minutes of the Meeting**

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| **Title** | 2. Team meeting |
| **Time & date** | 6:00pm, 16/02/2025 |
| **Meeting called by** | 2025-S1-38 (Capstone 11522) |
| **Members present** | Pema Gyamtsho, Thinley Rabgay, Thinley Dema, Ugyen Lhatshok |
| **Minute taker** | Ugyen Lhatshok |
| **Type of Meeting** | Virtual meeting, Microsoft Teams |

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| ***Task tracker 1. Teams meeting*** | | | |
| **Action Items** | **Person Responsible** | **Deadline** | **Status** |
| Setup Repository on GitHub | Pema Gyamtsho | 13/02/2025 | Approval pending to set up with the account |
| Setup meeting with mentor since she couldn’t join the meeting | Thinley Rabgay | 14/02/2025 | Meeting scheduled on 17/02/2025 |
| Write Meeting of the Minutes | Ugyen Lhatshok and Thinley Dema | 13/02/2025 | Completed and shared with the teams |
| ***Minutes of the Discussion*** | | | |
| **Agenda** | **Discussions** | | |
| Provide three research papers that enhance understanding of **systematic reviews,** detailing their processes and methodologies. | * The team came together and shared our understanding of the topic. * The team recognized that the systematic review process is a significant undertaking and decided to conduct further research to identify the most effective framework for narrowing the focus area. * Shared peer reviewed research articles to get a better grasp of the Systematic review process. | | |

**Next Meeting schedule** 4:30pm, 17 February 2023

**Type of meeting** In person Meeting

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| **Sl no** | **Agenda Item** | **Person Responsible** |
|  | Meeting with the project mentor | All the team members |
|  | Identification of the project framework | All the team members |

#### **Special notes:**

n/a