**Minutes of the Meeting**

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| **Title** | 3. Team meeting |
| **Time & date** | 4:00-5:00pm, 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** | In person meeting, Microsoft Teams |

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| **Agenda** | **Discussion** |
| Meeting with the project mentor | * Updated on the progress by the team. * Mentor clarified her roles for this research which includes the review of the final research report. * To focus on the project proposal that should be submitted next week. * Advised to be practical with the scope and expectations of the research. |
| Identification of the project framework | * The group had decided to follow Kitchenham principles and methodology for this research after much deliberation. |

**Next Meeting schedule** 3:30pm, 20 February 2023

**Type of meeting** In person Meeting

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| **Sl no** | **Agenda Item** | **Person Responsible** |
|  | Meeting with both the project sponsor and mentor | All the team members |
|  | Update on progress the team had made | All the team members |

#### **Special notes:**

n/a