**Preparative meeting**

**Minutes of the Meeting**

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| **Title** | 4. Team meeting |
| **Time & date** | 7:00- 9:00pm, 19/02/2025 |
| **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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| ***Minutes of the Discussion*** | |
| **Agenda** | **Discussions** |
| Consolidation of understanding of the research topic | * As the team members were bit incoherent on the way forward of the research, the team had a discussion again whereby everyone shared their findings from the literature review done individually. * The team has decided to pursue the publication of our research paper in a **conference,** considering the time constraints and the fact that this is our first experience in publishing a research paper. Additionally, we believe that presenting at a conference will provide valuable opportunities for constructive feedback, networking with experts in the field, and gaining practical exposure to the academic publishing 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** |
|  | Setup of the GitHubrepository | Pema Jamtsho |
|  | Identification of the project framework | Ugyen Lhatshok & Thinley Dema |

#### **Special notes:**

n/a