**Minutes of the Meeting**

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| **Title** | 5. Team meeting |
| **Time & date** | 3:30pm- 4:30pm, 20/02/2025 |
| **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 |

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| ***Agenda Discussion*** | | |
| **Agenda** | **Discussion** | **Action Item** |
| Setup Repository on GitHub | Pema Gyamtsho presented on the Github repository setup | To share link with the sponsor and mentor as well |
| Identification of the project framework | Ugyen Lhatshok presented the research framework and shared one of the options for the research whereas Thinley Dema presented the second option the team came up with. Out of the two options, go ahead with the first one.  Sponsor recommendation   * Research questions will play a crucial role in guiding the categorization of literature, ensuring a structured and focused review process. * Always support your research findings or anything you are presenting with evidence drawn from credible and relevant literature. * Progress so far is commendable. Continue to monitor the time invested in each task to ensure timely completion of the review. * Effective planning is essential, particularly in developing a robust search strategy that guarantees comprehensive coverage of relevant literature. * Planned Literature Review Timeline:   Target: Review 5 papers per person per week.  Duration: 3 weeks of literature review.  Goal: Complete the review of no fewer than 50 papers to ensure sufficient depth and breadth of the analysis. | Next step should be planning, particularly in developing a robust search strategy that guarantees comprehensive coverage of relevant literature. |

**Next Meeting schedule** 27 February,2024

**Type of meeting** Virtual/ In person Meeting

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| **Sl no** | **Agenda Item** | **Person Responsible** |
|  | Task division of the project proposal | All the team members |

#### **Special notes:**

n/a