**Minutes of the Meeting**

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| **Title** | 6. Team Meeting |
| **Time & date** | 9:30 pm to 10:37 pm 10/03/2025 |
| **Meeting called by** | 2025-S1-38 (Capstone 11522) |
| **Members present** | Pema Gyamtsho, Thinley Rabgay, Thinley Dema, Ugyen Lhatshok, Zhijia Ran |
| **Minute taker** | Thinley Dema |
| **Type of Meeting** | Virtual meeting, Microsoft Teams |

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| ***Task tracker 1. Teams meeting*** | | | |
| **Action Items** | **Person Responsible** | **Deadline** | **Status** |
| Strategy plan and database collection | Thinley Rabgay and Pema Gyamtsho | 08/03/2025 | Completed and realigned with the sponsor’s suggestions. |
| Set up meeting with sponsor | Ugyen Lhatshok | 10/03/2025 | Meeting scheduled on 14/03/2025 |
| Take minutes of the meeting | Thinley Dema | 10/03/2025 | Completed and shared with the teams |
| ***Minutes of the Discussion*** | | | |
| **Agenda** | **Discussions** | | |
| Update on search template development | * The team reviewed the search template structure, ensuring it facilitates systematic literature review by incorporating automated filtering, sorting, and duplicate detection. * A demonstration was conducted on how the template works, including how papers are logged, screened, and categorised for review. * The team discussed and resolved concerns regarding the functionality of the MS Excel-based database, ensuring it supports real-time updates, preserves data integrity, and avoids versioning conflicts. * Boolean search strategies were demonstrated, emphasising the use of AND, OR operators to refine search results and improve efficiency. | | |

**Next Meeting schedule:** 3:30 pm, 14 March 2025

**Type of meeting**: In-person meeting

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| **Sl no** | **Agenda Item** | **Person Responsible** |
|  | Present on revised search strategy | Pema Gyamtsho |
|  | Present research skeleton | Ugyen Lhatshok |
| 3. | Present on search template with a reviewed article | Thinley Rabgay |