**Minutes of the Meeting**

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| **Title** | 7. Team meeting |
| **Time & date** | 3:30pm- 4:30pm, 14/03/2025 |
| **Meeting called by** | 2025-S1-38 (Capstone 11522) |
| **Members present** | Pema Gyamtsho, Thinley Rabgay, Thinley Dema, Ugyen Lhatshok, Zhija Ran |
| **Minute taker** | Thinley Dema |
| **Type of Meeting** | In person meeting |

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| ***Agenda Discussion*** | | |
| **Agenda** | **Discussion** | **Action Item** |
| Present on revised search strategy | Pema Gyamtsho presented the revised search strategy aligned with the sponsor’s recommendations and expectations from the previous meeting.  Sponsor feedback on the revised search strategy   * Common keywords to use, such as “Software Architecture” and “Teaching”, with the “OR” & “AND” Boolean operators. * Identify the core search string, noting that it may not be necessary to formulate an extensive search string for every scenario or database. * Emphasised setting specific targets: identifying relevant papers through abstracts initially, then progressing with the detailed reviews. * Recommended presenting progress by identifying papers from abstracts and proceeding further accordingly. | Remove some of the search strings. |
| Present research skeleton | Ugyen Lhatshok showed the research skeleton that we will be following for our research paper.  Sponsor’s feedback.   * Recommended selecting an existing, well-structured paper as a clear template. This selected paper can then be closely followed as a structured guide, ensuring consistency and clarity in our paper as we proceed with the research. |  |
| Present on search template with reviewed article | Thinley Rabgay presented the data collection for the screening and demonstrated how it works in Excel.  Sponsor’s feedback.   * Data quality is acceptable; however, explicit explanations are required for why data are included or excluded.   Task Given by Sponsor.   * Each team member is expected to identify at least 5 relevant papers by next week. * Begin preparing an initial draft of the introduction, clearly outlining the research gap, numbers of papers reviewed, and the rationale behind the chosen or not chosen search strategy. * Establish clarity on the overall structure and methodology of the final paper. |  |

**Next Meeting schedule** 21 March 2024

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

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| **Sl no** | **Agenda Item** | **Person Responsible** |
|  | Present reviewed articles | All the team members |

#### **Special notes:**

n/a