**Minutes of the Meeting**

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| **Title** | 8. Team Meeting |
| **Time & date** | 5:30 pm to 8:00 pm 17/03/2025 |
| **Meeting called by** | 2025-S1-38 (Capstone 11522) |
| **Members present** | Pema Gyamtsho, Thinley Rabgay, Thinley Dema, Ugyen Lhatshok, Zhijia Ren |
| **Minute taker** | Zhijia Ren |
| **Type of Meeting** | Meeting offline |

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| ***Task tracker 1. Teams meeting*** | | | |
| **Action Items** | **Person Responsible** | **Deadline** | **Status** |
| Adding more papers to covidence | All members | 19/03/2025 | Screen papers |
| Review papers uploaded from others | All members | 19/03/2025 | Upload more than 20 papers for review |
| Take minutes of the meeting | Zhijia Ren | 19/03/2025 | Completed and shared with the teams |
| ***Minutes of the Discussion*** | | | |
| **Agenda** | **Discussions** | | |
| Update on search template development | * The team presented papers reviewed and each member reviewed at least 2 papers. * The team reviewed the qualification for papers to be uploaded to covidence for additional review by other members. * Team members reviewed the usage of covidence, including the method to upload papers, screen and review papers. * The team is required to screen papers from others to finish data collection | | |

**Next Meeting schedule:** 3:30 pm, 19 March 2025

**Type of meeting**: Online Meeting

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| **Sl no** | **Agenda Item** | **Person Responsible** |
|  | Present on reviewed results | All members |
|  | Present screened papers | All members |
| 3. | Resolve conflicts in papers. | All members |