# **Minutes of the Meeting**

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| **Title** | | 1st round of meeting with sponsor | |
| **Time & date** | | 4:00pm, 13/02/2025 | |
| **Venue** | | 13/02/2025, UC library, Level C, Room1 | |
| **Meeting called by** | | 2025-S1-38 (Capstone 11522) | |
| **Members present** | | Pema Gyamtsho, Thinley Rabgay, Thinley Dema, Ugyen Lhatshok | |
| **Minute taker** | | Ugyen Lhatshok, Thinley Dema | |
| **External guest** | | Dr. Richa Awasthy | |
| **Type of Meeting** | | In person meeting | |
| **Discussion**  We received a comprehensive briefing from the project sponsor on how to move forward with the entire project. Although the mentor was unable to attend, the outcome of this minutes will be shared to keep them informed. Some notable takeaway points were as follows:   * Got acquainted with the team and the project’s requirements. * Establish a systematic communication process, provide regular updates, and leverage cloud-based platforms like GitHub as a repository. Ensure these details are shared with the mentor and sponsor. * Explained about the communication protocol whereby any meeting henceforth must be done by sending invite on Microsoft rather than sending email. Sponsor has the liberty to change the meeting venue and reschedule after consultation. * Develop a methodology for a systematic review, including a clear understanding of the project’s design, themes, assessments, tools, and mechanisms. * Set weekly goals to track and document accomplishments, along with plans for the upcoming weeks. * The sponsor will exclusively focus on the project, oversee its progress, and manage proper referencing and publication of the review. * The mentor will offer guidance, support, and consistent monitoring of the project and team’s progress. * The review process should focus on systematic reviews of software engineering papers. | | | | |
| **Sl.no** | **Action Item** | | **Deadline** | |
| 1 | Gain clarity of understanding on what systemic review means | | 17/02/2025 | |
| 2 | Identify systematic review process and methodology | |
| 3 | Identifying the venue for the publication of the paper such as conferences and journal. | |

**Teams Meeting**

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| **Venue** | 13/02/2025, UC library, Level C, Room1 |
| **Meeting called by** | 2025-S1-38 (Capstone 11522) |
| **Members present** | Pema Gyamtsho, Thinley Rabgay, Thinley Dema, Ugyen Lhatshok |
| **Minute taker** | Ugyen Lhatshok, Thinley Dema |
| **Type of Meeting** | In person meeting |

With a clear understanding of the project requirements, each team member was assigned specific responsibilities for documentation purposes and to progress further with the project approach. Additionally, the team discussed and agreed on the agenda for the next meeting to provide further clarity on achieving these tasks and to contribute to the project's overall progress.

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| **Action Items** | **Person Responsible** | **Deadline** |
| Setup Communication GitHub | Pema Gyamtsho | 13/02/2025 |
| Setup meeting with mentor since she couldn’t join the meeting | Thinley Rabgay | 14/02/2025 |
| Write Meeting of the Minutes | Ugyen Lhatshok and Thinley Dema | 13/02/2025 |

**Next Meeting schedule** 7:00pm, 16 February 2023

**Type of meeting** Virtual meeting at Microsoft teams

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| **Sl no** | **Agenda Item** | **Person Responsible** |
|  | Provide three research papers that enhance understanding of **systematic reviews,** detailing their processes and methodologies. | All the team members |

#### **Special notes:**

n/a