# **Minutes of the Meeting**

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| **Title** | | Second round of meeting with sponsor and mentor | |
| **Time & date** | | 3:30 PM, 20/02/2025 | |
| **Venue** | | 6C56 | |
| **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 (Sponsor), Monika Gahalawat (Mentor) | |
| **Type of Meeting** | | In person meeting | |
| **Discussion**  Before the formal meeting began, the Sponsor asked the team if we can take in an additional member in the team. Zhijia Ren who hasn’t got any group as he was away due to emergency. It was resolved that the team will contact Zhijia and decide.  Team Leader from the group presented outcome of the two rounds of team meeting and chosen strategies and framework for the project. The team also presented the draft mapping of the repositories to be maintained on GitHub. Following are key outcomes of the meeting:   * Any future meeting appointment and invitation should be accompanied by the meeting agenda. * Give project’s GitHub repository access to the Sponsor and the Mentor. * Framework: SPIDER framework to be used for the project. * Principle: Kitchenham’s principle to be used for the project. * Study sample: It is not students or teachers. It is the secondary data or literature that the team is going to review. * Suggested research questions:   + Q1: How is software architecture taught?   + Q2: What are the topics covered by various universities? (existing papers miss student-centric perspectives)   + Q3: What are the methods used in teaching software architecture?   + Q4: How are the software architecture teaching assessed? * Maintain reference links to resource files systematically. * Planning should be completed by Week 4. * Key tasks to start the project:   + Frame search strategy   + Choose keywords to be used for the search of literatures     - Initially, read through abstracts and determine whether to include or exclude by aligning to inclusion or exclusion criteria.   + Identify inclusion criteria     - Focus on architectural teaching   + Identify themes to answer research questions * Project should at least contain about 50 to 100 papers to recognise as a systematic review. Less than 50 papers wouldn’t be considered as a systematic review. * Each team member should at least review 5 papers each week at abstract level. | | | | |
| **Sl.no** | **Action Item** | | **Deadline** | |
| 1 | Maintain reference links to resource files systematically | | 23/02/2025 | |
| 2 | Add the Sponsor and the Mentor to the GitHub repository | |
| 3 | Complete planning by Week 4 | |
| 4. | Frame search strategy | |
| 5. | Choose key words for search strategy | |
| 6. | Identify inclusion and exclusion criteria | |
| 7. | Identify themes to answer research questions | |