

# Template for summary report meetings

## Agenda

### 1. Review Current Goals

- Finish question 5 in the result section
- Revise question 2 in the result section
- Start working on question 6 in the result section
- Beautify rank/trace plots

### 2. Progress Update

- Finished beautifying the rank/trace plots
- Embedded question 2-4 into `ms/ms.qmd`
- Revised the output form of question 2,3

### 3. Challenges and Roadblocks

- Still waiting for question 5,6
- The output of table in `ms/ms.pdf` has some bugs waiting to solve

### 4. Next Steps

- Plan actions for the upcoming week.

## Action Items

- ☐ Task 1: ...
- ☐ Task 2: ...
- ☐ Task 3: ...

## Additional Notes

- Remember to track progress and adjust goals as needed.