

Template for summary report meetings

Agenda

1. Review Current Goals

- Further revise the manuscript based on comments
- Run ppc and convergence test for the newly trained model, find out what is wrong
- Revise the model

2. Progress Update

- generated graphs for ppc and convergence test
- revised the manuscript based on the comment, added R package version and citation to function used
- revised the table based on the comment

3. Challenges and Roadblocks

- Waiting to revise the model

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.