

Summary of Meeting Notes

Discussion Theme: Software Project Management

Date of Meeting: 28th May 2025 *Time of Meeting:* 2000-2100H

Key Topics/Content Covered:

- Introduction to the team dynamics paper
 - Task allocation for writing papers
 - Status update on paper analysis and writing progress
 - Discussion on literature review process
 - Review of ethical considerations and focus areas for the study
 - Use of AI in enhancing research work
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Key Points:

1. Project Scope and Objectives:

- Focus on team dynamics, including burnout and communication.
- Need for a systematic review covering all types of team dynamics and their interrelations.

2. Writing Process:

- Team members expressed uncertainty on how to segregate tasks and write collaboratively.
- Importance of having a clear plan before beginning to write.
- The notion of processing existing papers into a usable format for analysis was proposed.

3. Current Status on Papers:

- Updates on the relevant papers reviewed by team members.
- Tracking papers in EndNote.
- Discussion on summarizing insights from reviewed papers effectively.

4. Methodological Considerations:

- Use of thematic analysis and systematic literature review (SLR) methods highlighted.
- Importance of clarity on the research methodology and alignment with PRISMA guidelines.

5. Utilization of AI Tools:

- Consideration of using AI tools (like ChatGPT) to assist with writing and providing clarity in research tasks.
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Takeaways:

- Collaboration and communication among team members will be crucial for the project's success.

- Clearly defining scopes for each subgroup within the larger project helps to focus efforts.
 - Utilizing technology can streamline the literature review and writing processes.
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Next Steps:

1. Task Allocation:

- Team members should finalize which papers they are responsible for and draft summaries.
- Agree on how to structure the writing process collaboratively.

2. EndNote Access:

- Ensure all team members have clear access to the EndNote library and necessary documents.

3. Drafting Strategy:

- Develop a timeline for when parts of the paper will be written and reviewed by the team.
- Set specific goals for each meeting—e.g., complete literature reviews by a certain date.

4. Utilize AI Tools for Help:

- Experiment with AI tools to assist in clarifying methodologies and enhancing the writing process.
- Schedule a follow-up meeting to discuss progress and insights gained from AI assistance.

5. Regular Updates:

- Weekly catch-up to track progress and resolve any issues promptly.
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