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| **Meeting summary** | **Explanation** |
| Choose Project Topic | We have chosen the project topic name “Gen AI: Navigating Short-term Skepticism and Long-Term Promises”. |
| Setting up communication channel | We have shared the phone numbers of each group members for the emergency contact. Apart from that, we have created a messenger group to discuss about the project progress report. Also, we have a group in Microsoft Teams special for project discussion and report submission. |
| Introduction and project overview | We have discussed about the project topic, goals, objectives and scope, as well as we have divided the individual work to prepare draft for project plan. |
| Initial Brainstorming | We have conducted a brainstorming session to generate ideas, identify source requirements and potential challenges and discussed about the project management plan. |

# Week 1