MEETING 1

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Meeting | 13/10/2025 | | |
| People Attending | Miguel Alburo, Yash Dhiman, Zhaoshuo Liu, Simran Panda (Online) | | |
| Apologies for absence |  | | |
| Minutes  *A summary of the content of the meeting including an update from each group member on progress against objectives since last meeting.* | Self-Introductions & Team Building  We were each tasked with reading a paper from the reference over the weekend. In this meeting each person summarised their paper, with the aims that together we can build a clearer picture of the project background, and with the goal that each person becomes an expert in a specific aspect of the background e.g. Simran on HCC, Yash on TME, Liu on LSECs and Miguel on Epigenetics in HCC.  Miguel then introduced the workflow system on GitLab that he set up, and a projected project timeline in a Gantt chart. He also provided tasks until the next important first meeting with Dr Gendoo. Yash was assigned the organiser role and Simran was assigned the minute writer role (in place next meeting onwards) | | |
| Action List  Literature Review (cont)  Practise DEA/DAA  GitLab setup  Schedule Meeting | Person (s)  ALL  Yash, Liu  ALL  Yash | Task  Read the other papers from the project booklet to develop a strong background understanding.  Find online tutorials/guides on differential expression analysis (DEA) and differential accessibility analysis (DAA), and create a R markdown notebook in the `notebook` directory on GitLab with small sample data.  Understand the basics of git. Create your own branch, pull from main etc.  When Deena is back 22/10/25, send a meeting request and schedule. | Deadline  22/10/25 (meeting w/ Deena)  22/10/25 (meeting w/ Deena)  22/10/25 (meeting w/ Deena) |
| AOB (any other business) |  | | |
| Date of next meeting | 22/10/25 (or whenever Dr Gendoo is next available) | | |

MEETING 2

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Meeting |  | | |
| People Attending |  | | |
| Apologies for absence |  | | |
| Minutes  *A summary of the content of the meeting including an update from each group member on progress against objectives since last meeting.* |  | | |
| Action List | Person (s) | Task | Deadline |
| AOB (any other business) |  | | |
| Date of next meeting |  | | |

MEETING 3

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Meeting |  | | |
| People Attending |  | | |
| Apologies for absence |  | | |
| Minutes  *A summary of the content of the meeting including an update from each group member on progress against objectives since last meeting.* |  | | |
| Action List | Person (s) | Task | Deadline |
| AOB (any other business) |  | | |
| Date of next meeting |  | | |