

# Meeting Summary for Group Meeting

Feb 20, 2026 08:29 PM Pacific Time (US and Canada) ID: 851 0488 2064

Teammates attended: Sofia Silva, Sonali Lonkar, Meghana Koti

## Main purpose

- Review and organize literature for the project workbook
- Assign roles for completing different chapters of the workbook
- Discuss progress on literature reviews
- Plan for submission of the draft workbook by Wednesday

## Project status

Issue/Ticket	Status
<b>Literature Review</b>	<ul style="list-style-type: none"><li>• 18 papers identified (8 from links tab, 10 from literature review tab)</li><li>• Some papers already reviewed, others still need reviews</li><li>• Team decided to organize papers into four categories</li><li>• Reviews need to be consolidated by Tuesday</li></ul>
<b>Workbook Draft</b>	<ul style="list-style-type: none"><li>• Draft due to professor by Wednesday</li><li>• Team will share partially completed draft with professor earlier for feedback</li><li>• Chapters assigned to team members</li><li>• Will reuse content from previous work for some sections</li></ul>
<b>GitHub Project</b>	<ul style="list-style-type: none"><li>• Will be used for project schedule</li><li>• Need to add README file</li><li>• Will include week-by-week planning</li></ul>

## Other topics

- None

## Action items

- **All team members**
  - Complete assigned literature reviews
  - Finish assigned workbook chapters by Tuesday
  - Review and consolidate literature review sections
- **Sofia**
  - Complete Chapter 4 (Dependencies and Deliverables)
  - Work on "Prior Approaches" section of literature review
- **Sonali**
  - Complete Chapter 3 (Baseline Approaches)
  - Work on Project Schedule section
  - Set up GitHub Projects with all required items
  - Work on databases section of literature review
- **Meghana**
  - Complete Chapter 5 (Architecture of Implementation Plan)
  - Share document with additional content that can be used for the draft
- **Team**
  - Share partially completed draft with professor by Tuesday
  - Try to complete full draft by Wednesday
  - Meet with professor on Thursday to discuss the draft