

Meeting Summary for Group Meeting

Feb 10, 2026 08:06 PM Pacific Time (US and Canada) ID: 851 0488 2064

Teammates attended: Sofia Silva, Shivani Vinodkumar Jariwala, Sonali Lonkar, Meghana Koti

Main purpose

- Discuss project workbook requirements and planning
- Determine immediate tasks before meeting with Professor Guzun on Thursday
- Establish a new meeting schedule for the team

Project status

Issue/Ticket	Status
Project Workbook	<ul style="list-style-type: none">• Team reviewed workbook chapters and requirements• Identified that Workbook 1 includes chapters 1-5, 8-9• Determined literature review and dataset research are immediate priorities
Meeting Schedule	<ul style="list-style-type: none">• Decided to change second weekly meeting from consecutive days to Fridays 8-9pm• Thursday meetings with professor will continue
Dataset	<ul style="list-style-type: none">• Current dataset is from 2019• Need to research more current datasets before Thursday's meeting with professor

Other topics

- Project management tools discussion (Trello vs Jira)
- Workload distribution considering other course commitments
- Format requirements for literature review (1-2 page summaries)

Action items

- All team members

- Research current and new datasets (Before Thursday)
- Prepare questions for professor regarding workbook chapters (Before Thursday)
- Each read and summarize one research paper for literature review (By next Tuesday 2/17)
- **Sonali**
 - Look into project management tool setup (Trello)
- **Sofia**
 - Share AI companion meeting summary with team
- **Meghana**
 - Share research papers from Google Doc for literature review

Whiteboard Notes

Trailo = trello (for below)

