

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

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