2025-08-16 Meeting Notes

📅 Date

16 Aug 2025

👥 Participants

- RAIL PG-2 project team

🗣️ Discussion topics

1. **Snapshot Review (week 3)**
   - Reviewed and refined Definition of Done.
   - Published a shared document to manage the product backlog for the upcoming weeks.
2. **Initial Report Review**
   - A few sections need refinement and we assignment members to work on them.
   - Since the deadline has been postponed, we will review the report again on 19 Aug (no meeting required) to check if further follow-ups are needed.
3. **Group Charter**
   - Proposed and agreed on the rules for the charter.
   - Will share the document for everyone to sign.