

Daily Scrum Meeting Minutes:

Attendees: Diego Martinez, Jhonny Felix, Christian Cevallos

Start time: 4:30 PM

End time: 5:00 PM

Diego Martinez:

● **How many hours did I work since the last meeting?** ○ 2 ●

What was done since the last scrum meeting?

○ Completed final development of the Veritas project and participated in team discussion focused on presentation planning.

○ Helped outline key sections of the presentation and assigned speaking roles across the team. ● **What is planned to be done until the next scrum meeting?** ○ Finalize presentation structure and slides.

○ Rehearse assigned sections and ensure smooth transitions between speakers.

● **What are the hurdles?**

○ Ensuring the presentation clearly communicates both technical and conceptual aspects of the system.

○ Balancing time between all speakers while covering all major components.

Jhonny Felix:

● **How many hours did I work since the last meeting?** ○ 2 ●

What was done since the last scrum meeting?

○ Contributed to planning the presentation and organizing how the UI and settings features will be demonstrated.

○ Continued minor refinements on settings for demonstration readiness.

● **What is planned to be done until the next scrum meeting?**

○ Finalize settings demo flow and integrate it into the presentation.

○ Practice presenting UI components and user interaction flow.

- **What are the hurdles?**

- Ensuring the settings feature is stable and demo-ready.
- Coordinating timing with other presentation sections.

Christian Cevallos:

- **How many hours did I work since the last meeting?** ○ 2

- **What was done since the last scrum meeting?**

- Assisted in overall presentation planning and helped define how backend and AI integration will be explained.
- Collaborated on assigning roles and structuring the narrative of the presentation.

- **What is planned to be done until the next scrum meeting?**

- Prepare explanation for backend logic and AI integration pipeline.
- Practice delivery and align with team for a cohesive presentation.

- **What are the hurdles?**

- Simplifying complex backend and AI concepts for clear audience understanding.
- Ensuring alignment between technical explanation and live demonstration.