

Daily Scrum Meeting Minutes:

Attendees: Monisha Kummari, Gabriel Xirinachs, Chloe Lindsay, Maria Vega Gonzalez, Jabbar Morla

Start time: 1:30 PM

End time: 2:00 PM

Monisha Kummari:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Refined final report sections and ensured alignment between documentation and system outputs.
- What is planned to be done until the next scrum meeting?
 - Finalize report content and complete a full review for consistency and clarity.
- What are the hurdles?
 - Ensuring all documentation reflects the finalized system without inconsistencies.

Gabriel Xirinachs:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized demo flow structure and tested system transitions across all components.
- What is planned to be done until the next scrum meeting?
 - Conduct full demo rehearsals and ensure system readiness for presentation.
- What are the hurdles?
 - Maintaining smooth, error-free transitions during live demo scenarios.

Maria Vega Gonzalez:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed final preprocessing validation and confirmed consistency across all test cases.
- What is planned to be done until the next scrum meeting?
 - Support final validation checks and ensure preprocessing stability during demo runs.
- What are the hurdles?
 - Identifying any last-minute inconsistencies in edge-case scenarios.

Chloe Lindsay:

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

- 3 hours
- What was done since the last scrum meeting?
 - Refined slide visuals and aligned them with the finalized demo flow.
- What is planned to be done until the next scrum meeting?
 - Finalize presentation slides and assist with demo preparation.
- What are the hurdles?
 - Ensuring visuals clearly and effectively communicate technical concepts.

Jabbar Morla:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Organized final deliverables and verified submission requirements.
- What is planned to be done until the next scrum meeting?
 - Complete submission packaging and ensure all materials are finalized and ready.
- What are the hurdles?
 - Confirming all components meet formatting and submission guidelines.