

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?
 - Finalized report content and completed a full review for consistency and clarity.
- What is planned to be done until the next scrum meeting?
 - Perform final proofreading and assist in aligning sections with the presentation content.
- What are the hurdles?
 - Identifying minor inconsistencies across the different sections before submission.

Gabriel Xirinachs:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Conducted full demo rehearsals and ensured system readiness for presentation.
- What is planned to be done until the next scrum meeting?
 - Run final demo walkthroughs and verify system behavior across all presentation scenarios.
- What are the hurdles?
 - Ensuring consistency performance during repeated demo runs.

Maria Vega Gonzalez:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Supported final validation checks and ensured preprocessing stability during demo runs.
- What is planned to be done until the next scrum meeting?
 - Verify preprocessing outputs against the final test cases and ensure consistency between the training and demo data inputs.
- What are the hurdles?
 - Ensuring that preprocessing behavior remains consistent when using different input samples during final testing.

Chloe Lindsay:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized presentation slides and assisted with demo preparation.
- What is planned to be done until the next scrum meeting?
 - Refine presentation visuals and ensure alignment with live demo outputs.
- What are the hurdles?
 - Keeping visuals simple while accurately representing system behavior.

Jabbar Morla:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed submission packaging and ensured all materials are finalized and ready.
- What is planned to be done until the next scrum meeting?
 - Finalize submission materials and verify that all components are correctly organized and complete.
- What are the hurdles?
 - Ensuring nothing is missing or misaligned with submission requirements.