

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?
 - Performed final proofreading and aligned report sections with presentation content to ensure consistency and clarity.
- What is planned to be done until the next scrum meeting?
 - Complete final report refinements and confirm alignment between written content and presentation materials.
- What are the hurdles?
 - Detecting and resolving minor inconsistencies across sections before final submission.

Gabriel Xirinachs:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Ran final demo walkthroughs and verified system behavior across multiple presentation scenarios.
- What is planned to be done until the next scrum meeting?
 - Support live demo execution and ensure consistent system performance during presentation.
- What are the hurdles?
 - Maintaining stable system performance across 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?
 - Verified preprocessing outputs against final test cases and ensured consistency between training and demo data inputs.
- What is planned to be done until the next scrum meeting?
 - Monitor preprocessing behavior during final runs and address any inconsistencies that arise.
- What are the hurdles?

- Preserving consistent preprocessing behavior when handling varied 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?
 - Refined presentation visuals and aligned slides with live demo outputs.
- What is planned to be done until the next scrum meeting?
 - Finalize presentation delivery and ensure visuals clearly support system behavior during the demo.
- What are the hurdles?
 - Balancing clarity and simplicity in visuals 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?
 - Finalized submission materials and verified that all components are properly organized and complete.
- What is planned to be done until the next scrum meeting?
 - Confirm submission readiness and support any last checks prior to final submission.
- What are the hurdles?
 - Ensuring all deliverables meet submission requirements without omissions or misalignment.