

Daily Scrum Meeting Minutes:

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

Start time: 2:30 PM

End time: 3:00 PM

Monisha Kummari:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed final report and ensured documentation aligns with system outputs and demo flow.
- What is planned to be done until the next scrum meeting?
 - Perform final review and support submission readiness.
- What are the hurdles?
 - None.

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 and confirmed smooth transitions between system components.
- What is planned to be done until the next scrum meeting?
 - Lead final demo rehearsal and ensure timing and coordination are consistent.
- What are the hurdles?
 - None.

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 validation checks and confirmed preprocessing consistency across all scenarios.
- What is planned to be done until the next scrum meeting?
 - Assist with final system verification during rehearsal.
- What are the hurdles?
 - None.

Chloe Lindsay:

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

- What was done since the last scrum meeting?
 - Finalized slide deck visuals and aligned them with demo walkthrough.
- What is planned to be done until the next scrum meeting?
 - Support final presentation rehearsal and make minor visual adjustments if needed.
- What are the hurdles?
 - None.

Jabbar Morla:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized submission package and verified all required deliverables are included.
- What is planned to be done until the next scrum meeting?
 - Submit final materials and support any last-minute fixes.
- What are the hurdles?
 - None.