

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 verified full alignment between documentation, system outputs, and demo flow.
- What is planned to be done until the next scrum meeting?
 - Perform final review and support submission and presentation 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 validated smooth transitions across all system components during rehearsal.
- What is planned to be done until the next scrum meeting?
 - Lead final demo rehearsal and ensure timing, coordination, and system stability.
- 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?
 - Support final system verification during rehearsal and demo execution.
- 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 ensured alignment with the complete demo walkthrough.
- What is planned to be done until the next scrum meeting?
 - Support final presentation rehearsal and apply any last-minute visual refinements.
- 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 confirmed all deliverables meet requirements.
- What is planned to be done until the next scrum meeting?
 - Submit final materials and assist with any last-minute fixes during submission and demo.
- What are the hurdles?
 - None.