

Daily Scrum Meeting Minutes:

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

Start time: 1:00 PM

End time: 1:45 PM

Monisha Kummari:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Prepared the finalized documentation for submission and outlined next steps based on the confirmed dataset.
- What is planned to be done until the next scrum meeting?
 - Submit documentation and begin coordinating next sprint planning activities.
- What are the hurdles?
 - Final confirmation that no further dataset changes are required.

Gabriel Xirinachs:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Monitored repository activity and addressed minor workflow questions from team members.
- What is planned to be done until the next scrum meeting?
 - Continue supporting repository usage and ensure workflow standards are followed.
- What are the hurdles?
 - None

Chloe Lindsay:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Reviewed the report draft and began incorporating feedback related to visualizations.
- What is planned to be done until the next scrum meeting?
 - Finalize visualization presentation and confirm consistency with the written report.
- What are the hurdles?
 - None

Maria Vega Gonzalez:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Began applying the selected imbalance strategy to the finalized dataset and reviewed initial outputs.
- What is planned to be done until the next scrum meeting?
 - Continue evaluating results from the imbalance strategy and make adjustments if needed.
- What are the hurdles?
 - Ensuring the chosen method scales appropriately across the dataset.

Jabbar Morla:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Supported preprocessing efforts by responding to team feedback and clarifying dataset details.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with preprocessing and transition support toward modeling tasks.
- What are the hurdles?
 - None