

Daily Scrum Meeting Minutes:

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

Start time: 12:00 PM

End time: 1:30 PM

Monisha Kummari:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Prepared documentation gathered from the dataset into a ready to share document with the team during the next meeting.
- What is planned to be done until the next scrum meeting?
 - If no objections or further analysis into the dataset is needed I will assist with the remaining 3 user stories.
- What are the hurdles?
 - Jumping in with a teammate on their user story without disturbing their workflow..

Gabriel Xirinachs:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Shared the current architecture of the repository and wrote down feedback on improvements.
- What is planned to be done until the next scrum meeting?
 - Implement changes based on teammate feedback into the repository.
- 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?
 - Shared insights gathered from the key trends in the dataset as well as refined visualizations.
- What is planned to be done until the next scrum meeting?
 - Finalize the visualizations based on team feedback. If done early, assist the team on a different user story.
- 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?
 - Selected the most appropriate imbalance strategy and documented the rationale.
- What is planned to be done until the next scrum meeting?
 - Further explore different imbalance strategies that could be implemented.
- What are the hurdles?
 - None

Jabbar Morla:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Finalized dataset documentation and ensured it aligned with preprocessing decisions.
- What is planned to be done until the next scrum meeting?
 - Update dataset by marking the key values within it for further cleaning.
- What are the hurdles?
 - None