

Daily Scrum Meeting Minutes:

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

Start time: 12:00 PM

End time: 12:30 PM

Monisha Kummari:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Finalize the problem statement and discuss metrics. Shared the draft documentation with the team.
- What is planned to be done until the next scrum meeting?
 - Review team feedback and make final documentation updates.
- What are the hurdles?
 - Waiting on final confirmation that the dataset will not change.

Gabriel Xirinachs:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Implemented repository structure updates based on team feedback.
- What is planned to be done until the next scrum meeting?
 - Ensure that all team members can push changes and begin enforcing workflow standards.
- 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?
 - Completed exploratory analysis and finalized key visualizations.
- What is planned to be done until the next scrum meeting?
 - Document insights and prepare visuals for inclusion in the final 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?
 - Continue exploring different imbalance strategies that could be implemented.
- What is planned to be done until the next scrum meeting?
 - Finalize the selected imbalance strategy and prepare to apply it once the dataset is available.
- What are the hurdles?
 - Waiting for access to the finalized dataset.

Jabbar Morla:

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