

Daily Scrum Meeting Minutes:

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

Start time: 3:30pm

End time: 4:03pm

Monisha Kummari:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Defined the FraudShield project scope, clarified goals, and confirmed the Kaggle Credit Card Fraud dataset.
- What is planned to be done until the next scrum meeting?
 - Finalize success metrics and write the problem statement in the project documentation.
- What are the hurdles?
 - Waiting for dataset validation from the team before locking requirements.

Gabriel Xirinachs:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Created the GitHub repository and set up the initial folder structure.
- What is planned to be done until the next scrum meeting?
 - Add branching rules and give all team members access.
- 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?
 - Loaded the dataset and reviewed its structure and fraud distribution.
- What is planned to be done until the next scrum meeting?
 - Perform exploratory data analysis and summarize findings.
- What are the hurdles?
 - Large dataset size slows down some processing.

Maria Vega Gonzalez:

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

- 2 hours
- What was done since the last scrum meeting?
 - Reviewed data columns and identified missing or inconsistent values.
- What is planned to be done until the next scrum meeting?
 - Begin cleaning and preprocessing the dataset.
- What are the hurdles?
 - Handling class imbalance correctly.

Jabbar Morla:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Verified the Kaggle dataset and reviewed documentation about fraud labels.
- What is planned to be done until the next scrum meeting?
 - Confirm the dataset version and share links with the team.
- What are the hurdles?
 - None