

Daily Scrum Meeting Minutes:

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

Start time: 7:00pm

End time: 7:45pm

Monisha Kummari:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Established direction for evaluating project scope against dataset.
- What is planned to be done until the next scrum meeting?
 - Explore the dataset in more depth and map features to project goals.
- What are the hurdles?
 - Ensuring dataset features can sufficiently support the intended fraud detection objectives.

Gabriel Xirinachs:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Confirmed repo access and readiness for collaborative work
- What is planned to be done until the next scrum meeting?
 - Structure repository folders and support initial project configuration.
- 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?
 - Plan which parts of the dataset to explore further for missing insights.
- What is planned to be done until the next scrum meeting?
 - Develop visualizations and interpret results to guide next steps in the project.
- What are the hurdles?
 - Determine methods to ensure findings support project goals effectively.

Maria Vega Gonzalez:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Identify remaining data quality issues and plan methods to finalize the dataset.
- What is planned to be done until the next scrum meeting?
 - Apply techniques to handle class imbalance and finalize the cleaned dataset for modeling.
- What are the hurdles?
 - Decide on the most effective method for addressing class imbalance before modeling.

Jabbar Morla:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Plan next steps for incorporating the approved dataset into project workflows.
- What is planned to be done until the next scrum meeting?
 - Start documenting dataset details and prepare supporting materials for team reference.
- What are the hurdles?
 - None