

Meeting Minutes

PROJECT: AI-DRIVEN OPTIMIZATION OF OTC MEDICINE VENDING MACHINES IN LATVIA

Student Names: Sanita Šulca, Vita Maurite, Mostafa Salem, Toufic Jandah, Joanns Engels

Study Group: 4403MDA

Study Program: Data Analytics and AI

Meeting Number: 3

Location: Transport and Telecommunication Institute

Date, time: 14.10.2025, 17:30

Meeting Type: ☐ Online ☒ In-person ☐ Hybrid

Duration: 45 minutes

1. Agenda / Purpose of the Meeting

- Assign project roles
- Discuss timeline and task responsibility

2. Summary of Discussion

- Roles assigned:
 - ✓ Product & Domain Lead – Sanita
 - ✓ Data Engineer – Vita
 - ✓ Data Scientist – Mostafa
 - ✓ App & Chatbot Developer – Toufic
 - ✓ Monitoring & Visualization – Joanns
- Agreed to follow Data-Driven Scrum methodology.
- Sanita will prepare project proposal draft structure.