**Surround AI Squad 2**

Weekly Client and Supervisor Meeting Week 4

C:\Users\Unique\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\EC1DF57E.tmp

**23 MARCH 2019 / 11:30 AM - 12:30 PM / GB3.502**

ATTENDEES

1. DR. THANH NGUYEN
2. MR AKSHAT BAJAJ
3. MS DAMINI BEVOORMANDYA JAYARAMU
4. MR DIPESH BHATTA
5. MR KRISHNA KESINENI SAI
6. MR SALMAN AHMAD KHAN
7. MR SIKBATULLAH MD IBN

AGENDA

1. Knowledge acquisition of Surround AI.

NOTES

1. Pair programming should be done.
2. Entire team need to know about Surround AI.
3. Use various source like Lynda for upskilling.

ACTION ITEMS

1. Git repository was provided.

<https://github.com/dstil/surround>

1. General overview of Surround AI was provided.
2. Surround AI was defined as framework and contrasted to Grails and Spring framework.

NEXT WEEK’S AGENDA

1. Divide team into two sub-group working on deliverable #1 and deliverable #2 respectively.
2. Assign the role of each members.
3. Make user stories and create tasks for Sprint 1.

-Noted by Dipesh Bhatta

Page Break

**SUPERVISOR MEETING Week 5**

C:\Users\Unique\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A9A9BE3C.tmp

**23 MARCH 2019 / 11:30 AM - 12:30 PM / GB3.502**

ATTENDEES

1. DR. THANH NGUYEN
2. MS DAMINI BEVOORMANDYA JAYARAMU
3. MR DIPESH BHATTA
4. MR HARMILAP SINGH
5. MR KRISHNA KESINENI SAI
6. MR SALMAN AHMAD KHAN
7. MR SIKBATULLAH MD IBN

AGENDA

1. Divide team into two sub-group working on deliverable #1 and deliverable #2 respectively.
2. Assign the role of each members.
3. Make user stories and create tasks for Sprint 1.

NOTES

1. At least 2 deliverables to be completed.
2. Knowledge on framework
3. Documentation of the project.
4. Examples (minimum 2)
5. Ideas on Deliverable 4 (improvement).

**Unit staff MEETING “Technical Review”**

C:\Users\Unique\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\2A58BAA.tmp

**5 April 2019 / 3:00 pm – 3:30 pm / GB3.502**

ATTENDEES

1. NAVIT CHOUDHARY
2. ANDREA MELE
3. DAMINI BEVOORMANDYA JAYARAMU
4. KRISHNA KESINENI SAI
5. UNIQUE POUDEL

NOTES

1. Strong need for upskilling.
2. Only make one main squad lead and make another student from c1 as sub team lead.
3. Andrea and Navit will join us at another supervisor meeting.
4. Strictly follow Unit Learning outcome: communication.
5. Develop two examples around two available developers.

Weekly Client and Supervisor Meeting Week 6

C:\Users\Unique\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A9A9BE3C.tmp

You can find the Supervisor and Client meeting update for Week 6 below.

Meeting Attendees:

* Unique Poudel
* Harmilap Singh
* Bharathi Bai Banavathu
* Dhruv Milankumar Bhatt
* Akhil Peddineni
* Premtej Rajayya
* Salman Ahmad Khan

Absent Members

* Dipesh Bhatta
* Krishna Kesineni Sai
* Damini Bevoormandya Jayaramu
* sikbatullah md ibn

AGENDAS

* Roles clarification and squad performance update.
* Deliverables discussion and task allocation.

MEETING CONCLUSION

* Squad task allocation, Roles allocation and Tasks finalization.
* **Two examples of machine learning projects** implemented in surround expected to be delivered by the end of the final sprint as two deliverables.
* **One logo Design** as a third deliverable, the logo MUST reflect the Surround framework and meet the client requirements.
* **Designers** are expected to show and enhance the quality of design each week with additional requirements expected by the client and send the updates to the team manager of each new requirement.
* **Developers** need to confirm and consult with the supervisor if the code that they select is written and can be implemented in python.
* Also, discuss if the example can be implemented and documented as a deliverable within the milestone.
* **Documentation** should be done for each example explaining the framework and the project implemented.
* Content writers are expected to create a report of each example and explain how surround helped to Data scientists and report the functionality of the framework.

Weekly Client and Supervisor Meeting Week 6

C:\Users\Unique\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A9A9BE3C.tmp

You can find the Supervisor and Client meeting update for Week 7 below.

Meeting Attendees:

* Unique Poudel
* Harmilap Singh
* Bharathi Bai Banavathu
* Dhruv Milankumar Bhatt
* Akhil Peddineni
* Premtej Rajayya
* Salman Ahmad Khan
* Dipesh Bhatta
* Krishna Kesineni Sai
* Damini Bevoormandya Jayaramu
* sikbatullah md ibn

AGENDAS

* Sprint Update
* Deliverables discussion and OnTrack ask discussion.

MEETING CONCLUSION

* Clarify the content of the documentation with the client.
* Focus on the deliverable, documents for the current week.
* Create a comprehensive report, briefing the contributions to the project.
* Provide evidences for each of your contributions.
* Prepare something to show to the client for additional requirements and to see if the project is developing as required.

Final Deliverables:

* ***Two examples of machine learning projects***

**Sai Krishna Kesineni**, 218465396

[skesineni@deakin.edu.au](mailto:skesineni@deakin.edu.au)

**Dipesh Bhatta**, 218439043

[dbhatta@deakin.edu.au](mailto:dbhatta@deakin.edu.au)

* **Documentation**

**Salman Khan**, 218187674

[khansal@deakin.edu.au](mailto:khansal@deakin.edu.au)

**Akhil Peddineni Peddineni**, 218203977

[apeddineni@deakin.edu.au](mailto:apeddineni@deakin.edu.au)

**Unique Poudel**, 217492278

[poudelu@deakin.edu.au](mailto:poudelu@deakin.edu.au)

**Damini Bevoormandya Jayaramu**, 218492045

[dbevoormandyaja@deakin.edu.au](mailto:dbevoormandyaja@deakin.edu.au)

**Harmilap Singh**, 218687321

[harmilapsingh@deakin.edu.au](mailto:harmilapsingh@deakin.edu.au)

**Md Ibn Sikbatullah**, 218444302

[msikbatullah@deakin.edu.au](mailto:msikbatullah@deakin.edu.au)

* **One logo Design** .

**Bharathi Bai Banavathu**, 218146363

[bbanavathu@deakin.edu.au](mailto:bbanavathu@deakin.edu.au)

**Premtej Rajayya**, 217346677

[prajayy@deakin.edu.au](mailto:prajayy@deakin.edu.au)

**Dhruv Bhatt,** 218223444

[dmbhatt@deakin.edu.au](mailto:dmbhatt@deakin.edu.au)