**Surround AI Squad 2**

Weekly Client and Supervisor Meeting Week 4

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**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**

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**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”**

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**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

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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 7

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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***

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* **Documentation**

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* **One logo Design** .

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Weekly Client and Supervisor Meeting Week 8

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You can find the Supervisor and Client meeting update for Week 8 below.

Meeting Attendees:

* Unique Poudel
* Harmilap Singh
* Bharathi Bai Banavathu
* Dhruv Milankumar Bhatt
* Premtej Rajayya
* Salman Ahmad Khan
* Dipesh Bhatta
* Krishna Kesineni Sai
* Damini Bevoormandya Jayaramu
* Md Ibn Sikbatullah

AGENDAS

* Weekly Updates
* Project progress discussions
* Deliverables discussion and OnTrack task discussion.

MEETING CONCLUSION

* Create a draft layout for the documentation by end of the week.
* Complete the Example analysis and Implementation report by end of the week
* Confirmation of documentation in Mark-down format.
* Documentation to be completed:
* User Manual
* Example analysis and implementation documentation (Example 1)
* Example analysis and implementation documentation (Example 2)
* Project Report
* Report the progress of Example 2 (Apple share Price) to the Client **ASAP.**
* Report the issues and problem of Example 2 to the Client.
* Create a task progress report each week.
* Document issues and problems faced by the developer.
* Report issues and problems related to project to the supervisor.
* Logo Design needs to be done after the completion of documentation by the Design team members.

**Unit staff Meeting “Technical Review Week 9”**

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Meeting Attendees:

* Unique Poudel
* Bharathi Bai Banavathu
* Dhruv Milankumar Bhatt
* Prem Tej Rajayya
* Dipesh Bhatta
* Krishna Kesineni Sai
* Damini Bevoormandya Jayaramu
* Md Ibn Sikbatullah
* AKHIL PEDDINENI PEDDINENI

AGENDAS

* Sprint Updates.
* Project progress discussions.
* Project review and team updates.

MEETING CONCLUSION

* Create a foundation for SIT 764 students to be capable to deliver the project in the next trimester.
* Pair the members to have an efficient work-flow and strong ownership for tasks. ( If applicable)
* Understanding of the framework and the project with strong knowledge of python and Machine learning model is a must to every member regardless of roles assigned.
* Prepare the project presentation by Week 11.

Weekly Client and Supervisor Meeting Week 9

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Meeting Attendees:

* Unique Poudel
* Bharathi Bai Banavathu
* Dhruv Milankumar Bhatt
* Prem Tej Rajayya
* Salman Khan
* Harmilap Singh
* Dipesh Bhatta
* Krishna Kesineni Sai
* Damini Bevoormandya Jayaramu
* Md Ibn Sikbatullah
* AKHIL PEDDINENI PEDDINENI

AGENDAS

* Weekly Updates.
* Project progress discussions.
* Individual contributions
* Ontrack Task Discussion

MEETING CONCLUSION

* Understanding, Processing and Target of the project are meant to be the criteria for marking the individual contributions.
* Individual contributions to be sent out to the supervisor with relevant pieces of evidence in the individual update.
* One-on-One interview to be taken by the supervisor in this sprint to evaluate the team member's knowledge on the project.
* EPL Match prediction progress: 80%
* Framework Documentation: 45%
* Documentation and Example implementation acknowledged by the client.
* Every member of the team needs to be familiar with the Surround framework and python fundamentals to be evaluated in the week 11/12 presentation.