**Date:** May 5, 2021

**Subject:** Streaming Anomaly Detection Project Details/Scope Discussion

**Attendees:**

* **MDS Team:** Nathan Smith, Mitch Harris, Ryan Koenig
* **UDL Team:** Jiachen Wei, …

**Agenda:**

**1 – General Project Discussion**

Understand details of the specific project – the previous meeting was very high-level and targeted at selecting the topic (buildings/traffic/natural assets to select).

**2 – Schedule/Scope**

MDS Team to provide initial very rough schedule (Gantt chart format) which can be used to discuss the project scope and timeline.

**3 – Discussion of First Steps**

Will form part of first spring planning but should discuss in a bit more detail what the next short-term steps are such as: Getting up to speed on various UDL tools (InfluxDB, Azure), understanding the current data systems architecture, and selecting/understanding the data that will be used for the project.

Discuss meetings/tools that should be lined up next week to support the above.

**4 – Communication/Meetings Planning**

Discuss plan/schedule for scrum meetings and general project meetings. UDL preference for general communication (Slack, emails, etc) and file sharing.

**Schedule:**

* Proposal due to UBC Sunday May 9th
  + MDS Team to provide Final Draft to UDL Thursday May 6th

**Recent Progress:**

* Reviewed links provided by Jiachen
* Put together project templates and project management tools
* Started proposal and project scope/timeline

**Next Steps:**

* Finish proposal
* Kick-off first sprint