

Transcribed notes by Gary Gregg.

On Wednesday, February 28, 2018 at approximately 6:50 PM, a standup meeting was held at 164 Savary Hall at the University of Washington. Present were Megan Hazen, Gary Gregg, Jahnavi Jasti, and Abhishek Varma. The meeting lasted approximately 20 minutes. The following topics, or points were discussed:

- Megan is frustrated that only one of the groups she spoke to were adequately prepared with presentation posters. This group was among those with deficient preparation. Megan thought she had been clear with the need to have more definitive poster results this evening.
- Gary's opinion is that the the presentation next week is a professional event, and we need immediate attention to the poster in order to make the students, faculty and program look as professional as possible.
- Megan is uncertain of the capabilities of the U.W.'s poster making facilities. Gary had thought they could assist with layout if content were provided. It may be that they can only print the poster, given exact content. Megan suggests that Kinko's or other another commercial service can provide this same work.
- The team had suggested a heading block for the poster, along with a two column format for subject areas, with the long end of the poster oriented vertically. As per an example given to us, a better layout is the long end of the poster is arranged horizontally. The heading block is fine, but Megan suggests three column content, as is shown in the example.
- Megan suggests breaking out the single problem description block, and elaborating more. The suggested blocks might be: 1) Problem Statement; 2) Data Source; 3) Analysis Tools; 4) Expected Analysis Product. In another subsection, Megan suggests a link to business recommendations.
- Although a version of the poster is due tonight, this team is not ready. The following timeline was agreed to: The Team will meet tomorrow, 3/1/2018 at the Allen Library at 10:00 AM. We will prepare poster content, including all text and graphics. Jahnavi will build the result into PowerPoint on the spot. We will submit the result – even if not fully baked – for the product to be submitted for the standup this evening. As well, we will also submit the product for peer review over the weekend. This team will spend part of the weekend reviewing, and critiquing the poster efforts of other teams. As soon as possible on Monday morning, this team will accommodate poster comments from other teams, as they are able to provide. We will then submit the poster for printing with the expectation of not more than 48 hours turnaround.
- We spent some time discussing time series decomposition of consignment sales. With annual seasonal and random factors accounted for, the data still show multi-year cycles that remain unexplained. Megan again suggests demographic changes to the Wallingford neighborhood as an explanation.