

MOM (MINUTES OF MEETING)

Date: 19TH February 2026 – 11:30 AM to 12:00 PM

Attendees

Haripriya Varanasi - Scrum Master

Siva Mani Subrahmanya Hari Vamsi Pullipudi - Product Owner

Rishika Baddam - Development

Aryan Patel Kolagani - Development

Sujith Sriram Nangunoori – Development

William Martinez – Client

Notes:

1) Meeting objective

- Align on current progress (foundational notebooks) and next steps (index pipeline + validation).
- Collect student feedback on what is working, what is unclear, and what should be improved.

2) Client update (William)

- Shared an updated **pipeline** on GitHub to give structure and guidance for the next phase.
- Reiterated the approach:
 - Build datasets using **diverse inputs** (public, commercial, human-collected, sensors, websites/photos).
 - Diversity and volume help identify which factors are relevant.
 - Account for **seasonality** (patterns vary by time of year).
- Shared a **data index / factors pipeline** inspired by published statistical papers.
 - This is a starting point and must be **validated for Puerto Rico** (do not assume it fits automatically).

3) Student observations

- Team reviewed the GitHub repo frequently and noted ongoing updates.
- Most notebooks are running; team confirmed outputs are being generated (e.g., CSV/GeoJSON) and validated at a basic level.
- Some supporting files/dependencies were previously missing or unclear; team raised these for correction.

- Performance note: in the Census/ACS workflow, pulling a larger dataset first and then filtering to Puerto Rico may be slow; limiting earlier could improve performance.
- Feature suggestion: include **age/elderly population** (e.g., 65+/70+) as a vulnerability factor for the risk index.
- Clarification questions raised:
 - Whether ArcGIS should be prioritized for visualization.
 - What the **final objective** is (separate notebooks vs an integrated end-to-end output).

4) William's feedback and guidance

- **GitHub PRs matter:** contributions should be made via Pull Requests so they are reviewable and can serve as portfolio evidence.
- **Resilience over efficiency:** some APIs/catalogs are messy or change over time (example shared: Puerto Rico data sometimes cataloged under Florida office in NWS).
 - Hard-coding Puerto Rico-only queries may break in the future; consider a balanced approach (try PR-only, fallback to broader catalog if needed).
- **Add age factor via PR:** students should check the Census API catalog and propose the elderly/age variable addition as a Pull Request, with team peer review before merge.
- **ArcGIS is not a priority:** it likely requires paid licensing; park it for now.
 - Focus on data pipelines, notebooks, and analytics.
 - William is building a Streamlit-based visualization layer (WIP) so the team can visualize results without ArcGIS (not required for student scope right now).
- **Final objective clarification:**
 - The notebooks are **foundational primitives**.
 - Students must **challenge** what's included (remove noise, add missing factors, justify choices, validate).
 - Goal is building **validated indices** (risk/readiness/response) by zone/time/population, backed by evidence and peer review—not blindly accepting provided scripts.

5) Process agreements

- Use GitHub for collaboration:
 - **Issues** for bugs/missing files/problems

- **Pull Requests** for improvements/new factors/cleanup
 - Peer review before merging to main
- Recording was approved by the client.

6) Faculty guidance (Dr. Gang)

- This format is working well and is accelerating progress.
- Students should send the **weekly PowerPoint progress update** to William and the partner team for async review and feedback via email.

7) Partner update (Gilberto)

- GMU weather data going back to the **1800s** was mentioned as a potential dataset.
- Gilberto and William will explore adding it to GitHub if usable.

8) Action items

Student team

- Continue running notebooks and documenting findings.
- Log missing files/bugs as **GitHub Issues** with clear reproduction steps.
- Submit PRs for improvements (priority: **age/elderly vulnerability factor**, documentation clarity, performance improvements where safe).
- Share weekly **PowerPoint progress** with William + partner team for feedback.

William

- Review Issues/PRs and guide next steps.
- Continue Streamlit visualization work (optional, not required for student scope).

Gilberto

- Coordinate evaluation/possible addition of long-range historical weather dataset (1800s) into GitHub with William.

9) Next steps / next meeting

- Confirm repo issues are resolved and notebooks run reliably for all team members.
- Review PRs and agree on the first set of index improvements.
- Start combining outputs from foundational notebooks into a higher-level index workflow (multi-vector approach).