

2025-08-11 Meeting Agenda

Date

11 Aug 2025

Participants

- RAIL PG-2 project team
- Murtaza (Proxy Client)

Discussion topics

1. **Sprint meetings**
 - From the next sprint, the **Scrum Master will lead sprint meetings**.
 - Murtaza will act as a proxy client, observing progress but not leading meetings.
 - Scrum Master to submit **sprint agenda** before each sprint meeting.
 - Scrum Master to take and share **meeting notes** after each sprint meeting.
 - **Attendance is compulsory** unless prior notice is given with reasons.
2. **Team member list & platform access**
 - Teams should complete and submit the google sheet with member names and emails for granting access to Insight Factory.
3. **Sprint 1 focus**
 - Research-based: **explore data preprocessing, feature engineering, and ML training methods**.
 - **Familiarize with the platform & data**
 - Each team should research at least **5 different ML models**, analyzing pros and cons.
4. **GitHub repository**
 - Group should create GitHub repo named after their group.
5. **Project management tool**
 - Use GitHub project boards for task management.
6. **Architecture**
 - Three main layers:
 1. Data ingestion
 2. Data processing
 3. Machine learning layer
7. **Communication**
 - Each team has a group chat; Murtaza will keep it muted and only respond when tagged.
 - Platform/access issues should be posted in the client channel.
 - Project-specific questions can be asked in personal chats with Murtaza.