

Daily Scrum Meeting Minutes:

Attendees: Anthony Yi, Tejash Pradhan, Victoria Riley, Levis Vazquez, Erika Pita

Start time: 8:00pm

End time: 8:30pm

Anthony Yi:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?
 - Began defining what date fields we should have and what type each field should be.
- What is planned to be done until the next scrum meeting?
 - Look into which platform, tools and database to use for our project
- What are the hurdles?
 - None

Tejash Pradhan:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?
 - Did research on different IT asset management tools and how they work and what sets the good tools apart from the rest of the competition.
- What is planned to be done until the next scrum meeting?
 - Test some tools out and see what we can implement in our own way.
- What are the hurdles?
 - None

Victoria Riley:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?
 - Reviewed industry leading asset management system Asset Panda to begin identifying MVP features and then standout features.
- What is planned to be done until the next scrum meeting?
 - Review 2 other asset management tools for narrowing down features for our tool.
- What are the hurdles?

None at this time.

Levis Vazquez:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?

- Initial project kickoff discussions
- Defined high-level goals and purpose of the asset management system
- Identified key stakeholders and primary users
- Began outlining core problems the system should solve
- What is planned to be done until the next scrum meeting?
 - Research existing asset management tools
 - Identify common features and gaps
 - Draft initial list of functional requirements
- What are the hurdles?
 - None

Erika Pita:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?
 - Began researching key capabilities that an IT asset management system should have, with a particular focus on label generation as a potential feature for the project.
- What is planned to be done until the next scrum meeting?
 - Continue researching asset management system features, with deeper investigation into label generation and how it could be implemented.
- What are the hurdles?
 - None