

Daily Scrum Meeting Minutes:

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

Start time: 6:15pm

End time: 6:30pm

Anthony Yi:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?
 - Review videos provided by team members and other supporting documents
- What is planned to be done until the next scrum meeting?
 - Plan the next sprint
- 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?
 - Made a checklist of all the project concepts displayed in the demo video.
- What is planned to be done until the next scrum meeting?
 - Discuss with the team on starting implementation for the next sprint.
- 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?
 - Planned sprint meetings for the rest of the semesters
- What is planned to be done until the next scrum meeting?
 - Document implementation done by Levi.
- What are the hurdles?
 - None

Levis Vazquez:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?
 - Researched dashboard features in existing asset management tools

- Identified key dashboard elements: total assets, assigned vs unassigned, aging assets, compliance status
- Reviewed role-based dashboards (IT admin vs management)
- What is planned to be done until the next scrum meeting?
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- 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?
 - Continued gathering insights from previous Capstone 2 asset management projects and refined the summary.
- What is planned to be done until the next scrum meeting?
 - Prepare for the next sprint.
- What are the hurdles?
 - None