

Daily Scrum Meeting Minutes:

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

Start time: 7:00pm

End time: 7:30pm

Anthony Yi:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?
 - Looked into currently available asset management systems and noted down what could be made simpler without losing functionality
- What is planned to be done until the next scrum meeting?
 - Decide what platform to use to create the 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?
 - Looked into Snipe IT, a free IT asset management tool. Checked out their framework to see what works and what can be improved to implement on our own project.
- What is planned to be done until the next scrum meeting?
 - Start documenting on what all we could implement for this project.
- 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?
 - Compared IBM, Maximo, and ServiceNow solutions to document features.
- What is planned to be done until the next scrum meeting?
 - Narrow down features which fit into feasibility for this semester.
- 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 commercial and open-source asset management solutions
- Reviewed common features such as asset tracking, lifecycle management, and reporting
- Documented strengths and weaknesses of existing tools
- What is planned to be done until the next scrum meeting?
 - Define scope boundaries (what is in / out of scope)
 - Identify must-have vs nice-to-have features
 - Start drafting initial system 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?
 - Continued researching asset management system features, with a deeper focus on label generation. Reviewed how asset labels and QR codes are used in real-world environments and the role they play in asset identification, inventory tracking and audits.
- What is planned to be done until the next scrum meeting?
 - Further investigate label generation by defining what data should be included in an asset label and how this feature could support an asset management system.
- What are the hurdles?
 - None