

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?
 - Created a list of features we should have and what we're tracking
- What is planned to be done until the next scrum meeting?
 - Finalize features
- 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 what aspect of asset management can be applied to our capstone project
- What is planned to be done until the next scrum meeting?
 - Note down what we could implement on our project and look into how we can implement it.
- 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?
 - Started grouping features into categories such as core inventory management, assignment workflows, reporting, and automation.
- What is planned to be done until the next scrum meeting?
 - Draft the initial MVP feature set based on feasibility, team skill sets, and semester timeline to prepare for Sprint Review tomorrow.
- 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?

- Drafted preliminary functional requirements
- Identified asset types (hardware, software, licenses, peripherals, etc.)
- Discussed basic workflows (add asset, assign, update, retire)
- What is planned to be done until the next scrum meeting?
 - Define non-functional requirements (security, performance, scalability)
 - Begin discussing compliance and audit considerations
 - Start thinking about user roles and permissions
- 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?
 - Defined potential data fields for asset labels and analyzed security implications of exposing information on physical assets. Reviewed best practices for secure asset identification, including minimizing sensitive data on labels and using system-based lookups instead of direct disclosure.
- What is planned to be done until the next scrum meeting?
 - Continue refining secure label design by evaluating QR code and barcode approaches, determining how asset identifiers would map to internal records and identifying basic security controls related to asset tracking.
- What are the hurdles?
 - Some design decisions depend on assumptions about available asset fields and identifiers, which may need validation as the core data model evolves.