

Daily Scrum Meeting Minutes:

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

Start time: 7:00pm

End time: 7:35pm

Anthony Yi:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?
 - Finalized what I think should go into an asset management system
- What is planned to be done until the next scrum meeting?
 - Decide what platform to use.
- 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 needed to be added to the program, such as Asset management, Asset assignment/ tracking, User roles and management, & Asset life cycle.
- What is planned to be done until the next scrum meeting?
 - Discuss with team mates what needs to be the focus for us.
- 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?
 - Created the feature list for sprint review.
- What is planned to be done until the next scrum meeting?
 - Determine final feature list with the team and finalize project scope.
- 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?

- Identified user roles (admin, IT staff, auditor, read-only users)
- Discussed access control and role-based permissions
- Began high-level discussion on security and data protection
- What is planned to be done until the next scrum meeting?
 - Research best practices for asset inventory databases
 - Start conceptual data model (assets, users, locations, history)
 - Review integration needs with existing systems
- 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 refining secure label design by reviewing QR code and barcode options, thinking through how asset identifiers could map to internal records and identifying basic security controls related to asset tracking.
- What is planned to be done until the next scrum meeting?
 - Organize the label generation feature into simple steps and define how it would fit into the overall asset management process.
- What are the hurdles?
 - Balancing security considerations with usability proved challenging when deciding how much information should be accessible from a label.