

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?
 - Continued to work on workflow document
- What is planned to be done until the next scrum meeting?
 - Finish workflow document
- 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?
 - Started collecting all documents and looked into our project requirement implementations.
- What is planned to be done until the next scrum meeting?
 - Do more research before beginning the implementation.
- 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?
 - Began working on expanding the feature descriptions into requirements.
- What is planned to be done until the next scrum meeting?
 - Keep working on the requirements documentation
- 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 high-level architecture outline

- Identified core components (frontend, API, database, authentication)
- Documented known risks and assumptions
- What is planned to be done until the next scrum meeting?
 - Refine requirements based on architecture decisions
 - Begin breaking requirements into epics
 - Prepare for backlog creation
- 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?
 - Reviewed the results of the team feature poll and analyzed the top-voted features focussing on asset categories, CSV export, smart search and asset check-in/check-out. Thought through how these features could be developed at a basic level and how they might fit into the system.
- What is planned to be done until the next scrum meeting?
 - Continue thinking through possible approaches for the top-voted features and provide input to the team on scope, dependencies and considerations.
- What are the hurdles?
 - None