

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?
 - Reviewed Levi's video and continued to work on workflow documents.
- What is planned to be done until the next scrum meeting?
 - Finish 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?
 - Began drafting a workflow with each feature of our asset management software.
- What is planned to be done until the next scrum meeting?
 - Begin working on each step of the workflow document to define each step along the way.
- 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?
 - Finalized the requirements documentation and started putting this into clear user stories for the backlog.
- What is planned to be done until the next scrum meeting?
 - Finish the remaining user stories and align these with the sprint schedule.
- 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?
 - Refined functional and non-functional requirements

- Grouped requirements into initial epics
- Aligned team on next steps toward backlog and sprint planning
- What is planned to be done until the next scrum meeting?
 - Create initial product backlog
 - Prioritize epics and user stories
 - Prepare for first development sprint planning
- 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 thinking through possible approaches for the top-voted features by reviewing previous Capstone 2 projects from last semester, especially those related to asset management. Used those examples to better understand scope, dependencies and what is typically expected for features like asset categories, CSV export and smart search.
- What is planned to be done until the next scrum meeting?
 - Prepare a short list summarizing the key insights gathered and share it with the team to help align expectations and guide feature planning.
- What are the hurdles?
 - Past projects varied in scope and detail, so some filtering may be needed to focus on the most relevant takeaways.