

Daily Scrum Meeting Minutes:

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

Start time: 7:00pm

End time: 7:45pm

Anthony Yi:

- How many hours did I work since the last meeting?
 - 2
- What was done since the last scrum meeting?
 - Review video provided by Levi of current prototype
- What is planned to be done until the next scrum meeting?
 - Review personal notes for 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?
 - Reviewed team member's videos and checked to see if anything needs to be added or modified
- What is planned to be done until the next scrum meeting?
 - Continue working on my workflow document and now work around the team concept video.
- 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?
 - Finished user stories and sprint schedule
- What is planned to be done until the next scrum meeting?
 - Prep for sprint planning and backlog meetings.
- 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?
 - Conducted initial research on asset management system capabilities

- Reviewed common modules: asset inventory, lifecycle tracking, and ownership
 - Identified the need for dashboards and real-time visibility
- What is planned to be done until the next scrum meeting?
 - Research dashboard designs and KPIs
 - Identify common metrics used by IT and management
- 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?
 - Prepared a short summary with key insights gathered from previous Capstone 2 asset management projects.
- What is planned to be done until the next scrum meeting?
 - Continue gathering insights from similar Capstone projects and refine the summary before sharing it with the team.
- What are the hurdles?
 - None