

Daily Scrum Meeting Minutes:

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

Start time: 6:30pm

End time: 7:00pm

Anthony Yi:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued to test prototype
- What is planned to be done until the next scrum meeting?
 - Document findings
- What are the hurdles?
 - None

Tejash Pradhan:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Started testing the prototype and asset tagging methods
- What is planned to be done until the next scrum meeting?
 - Start providing feedback on the prototype and the tweaks.
- What are the hurdles?
 - None

Victoria Riley:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Completed testing and filled out testing log for team review of items to move forward with for enhancement.
- What is planned to be done until the next scrum meeting?
 - Complete enhancement prioritization exercise with the team to decide what we are moving forward with from the testing log.
- What are the hurdles?
 - None

Levis Vazquez:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?

- Defined core roles: System Admin, IT Asset Manager, Technician, Auditor, Manager, Read-Only
- Documented high-level permissions per role
- Discussed least-privilege access principles
- What is planned to be done until the next scrum meeting?
 - Refine permissions per module (dashboard, assets, reports)
 - Identify approval requirements by role
- What are the hurdles?
 - None

Erika Pita:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued testing and shared detailed feedback with the team.
- What is planned to be done until the next scrum meeting?
 - Continue testing.
- What are the hurdles?
 - None