

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 1

Date: Monday, January 12

Attendees

- Huertas Molina, Johana
- Kohlman, Zack Aydan
- Falcon, Rachelle

Meeting Time

- **Start time:** 7:15 PM
- **End time:** 7:30 PM

Huertas Molina, Johana

How many hours did I work since the last meeting?

1 hour

What was done since the last scrum meeting?

Reviewed project requirements and analyzed the Email Automation user story.

What is planned to be done until the next scrum meeting?

Design the email automation workflow.

What are the hurdles?

Understanding API authentication and permission scopes.

Kohlman, Zack Aydan

How many hours did I work since the last meeting?

1 hour

What was done since the last scrum meeting?

Reviewed natural language understanding requirements.

What is planned to be done until the next scrum meeting?

Design intent-parsing logic for user commands.

What are the hurdles?

Handling multi-step commands accurately.

Falcon, Rachelle**How many hours did I work since the last meeting?**

1 hour

What was done since the last scrum meeting?

Reviewed calendar and reminder management requirements.

What is planned to be done until the next scrum meeting?

Design calendar event and reminder workflows.

What are the hurdles?

Managing permissions and scheduling conflicts.

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 2

Date: Tuesday, January 13

Attendees

- Huertas Molina, Johana
- Kohlman, Zack Aydan
- Falcon, Rachelle

Meeting Time

- Start time: 7:00 PM
- End time: 7:30 PM

Huertas Molina, Johana

How many hours did I work since the last meeting?

2 hour

What was done since the last scrum meeting?

Researched email automation use cases and reviewed documentation for email APIs to understand capabilities and limitations.

What is planned to be done until the next scrum meeting?

Continue researching email workflow options and identify best practices for secure email automation.

What are the hurdles?

Understanding authentication models and permission scopes conceptually.

Kohlman, Zack Aydan

How many hours did I work since the last meeting?

2 hour

What was done since the last scrum meeting?

Researched natural language understanding approaches and reviewed examples of AI command interpretation.

What is planned to be done until the next scrum meeting?

Continue exploring intent classification strategies and example command structures.

What are the hurdles?

Defining clear boundaries for what commands the system should support initially.

Falcon, Rachelle

How many hours did I work since the last meeting?

2 hour

What was done since the last scrum meeting?

Researched calendar and reminder automation features and reviewed calendar API capabilities.

What is planned to be done until the next scrum meeting?

Continue researching scheduling workflows and common edge cases.

What are the hurdles?

Understanding time zones and recurring event handling conceptually.

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 3

Date: Wednesday, January 14

Attendees

- Huertas Molina, Johana
- Kohlman, Zack Aydan
- Falcon, Rachelle

Meeting Time

- Start time: 6:00 PM
- End time: 6:30 PM

Huertas Molina, Johana

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Continued researching email automation concepts and reviewed examples of AI-assisted email workflows used in similar applications.

What is planned to be done until the next scrum meeting?

Summarize research findings and identify core features to include in the initial email automation scope.

What are the hurdles?

Deciding which email features should be prioritized for an initial version.

Kohlman, Zack Aydan

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Continued researching natural language processing approaches and reviewed examples of intent classification in AI assistants.

What is planned to be done until the next scrum meeting?

Organize research findings and define high-level command categories.

What are the hurdles?

Keeping command definitions simple while remaining useful.

Falcon, Rachelle

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Continued researching calendar and reminder automation patterns and common scheduling use cases.

What is planned to be done until the next scrum meeting?

Identify core calendar actions to support in the initial version.

What are the hurdles?

Understanding recurring events and notification timing conceptually.

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 4

Date: Thursday, January 15

Attendees

- Huertas Molina, Johana
- Kohlman, Zack Aydan
- Falcon, Rachelle

Meeting Time

- Start time: 7:00 PM
- End time: 7:30 PM

Huertas Molina, Johana

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Reviewed API documentation for email services and summarized key findings from the research phase.

What is planned to be done until the next scrum meeting?

Outline a high-level plan for the email automation component.

What are the hurdles?

Understanding API limitations and authentication requirements.

Kohlman, Zack Aydan

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Summarized research on natural language understanding and identified potential approaches for intent parsing.

What is planned to be done until the next scrum meeting?

Draft a high-level design for command interpretation.

What are the hurdles?

Balancing simplicity and flexibility in command handling.

Falcon, Rachelle

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Reviewed calendar API research and identified core actions for the assistant.

What is planned to be done until the next scrum meeting?

Create a high-level plan for calendar and reminder features.

What are the hurdles?

Handling time zones and recurring events.

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 5

Date: Friday, January 16

Attendees

- Huertas Molina, Johana
- Kohlman, Zack Aydan
- Falcon, Rachelle

Meeting Time

- Start time: 7:00 PM
- End time: 7:30 PM

Huertas Molina, Johana

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Created a high-level breakdown of the email automation component based on API research and identified main steps in the workflow.

What is planned to be done until the next scrum meeting?

Refine the email workflow and begin outlining how it would interact with the AI component.

What are the hurdles?

Aligning API capabilities with the intended assistant behavior.

Kohlman, Zack Aydan

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Drafted a high-level structure for command interpretation and how user inputs could map to actions.

What is planned to be done until the next scrum meeting?

Refine command categories and define example flows from command to execution.

What are the hurdles?

Ensuring the design remains simple while supporting meaningful commands.

Falcon, Rachelle

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Outlined core calendar and reminder features and how they fit into the overall assistant workflow.

What is planned to be done until the next scrum meeting?

Refine the calendar feature breakdown and define initial use cases.

What are the hurdles?

Handling scheduling edge cases and future scalability.

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 6

Date: Monday, January 19

Attendees

- Huertas Molina, Johana
- Kohlman, Zack Aydan
- Falcon, Rachelle

Meeting Time

- Start time: 7:00 PM
- End time: 7:30 PM

Huertas Molina, Johana

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Refined the email automation workflow and mapped high-level steps from user command to email action.

What is planned to be done until the next scrum meeting?

Document the email workflow and define basic success criteria for the feature.

What are the hurdles?

Clarifying edge cases and limitations of email APIs.

Kohlman, Zack Aydan

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Refined the intent-parsing design and connected command categories to possible actions.

What is planned to be done until the next scrum meeting?

Draft a simple flow diagram showing how commands are interpreted and routed.

What are the hurdles?

Handling ambiguous user input without overcomplicating the design.

Falcon, Rachelle

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Refined the calendar and reminder feature breakdown and reviewed example user scenarios.

What is planned to be done until the next scrum meeting?

Document core calendar use cases and expected behaviors.

What are the hurdles?

Defining clear boundaries for supported scheduling features.

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 7

Date: Tuesday, January 20

Attendees

- Huertas Molina, Johana
- Kohlman, Zack Aydan
- Falcon, Rachelle

Meeting Time

- Start time: 7:00 PM
- End time: 7:30 PM

Huertas Molina, Johana

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Reviewed the finalized email automation workflow and identified steps that can be implemented as a basic proof of concept.

What is planned to be done until the next scrum meeting?

Begin outlining a simple implementation plan for email automation.

What are the hurdles?

Ensuring the initial implementation stays within scope.

Kohlman, Zack Aydan

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Reviewed the command interpretation flow and prepared examples for initial testing.

What is planned to be done until the next scrum meeting?

Start translating the design into simple logic or pseudocode.

What are the hurdles?

Avoiding overengineering at an early stage.

Falcon, Rachelle

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Reviewed documented calendar use cases and identified a minimal set of features for a first version.

What is planned to be done until the next scrum meeting?

Outline a lightweight implementation plan for calendar actions.

What are the hurdles?

Balancing simplicity with future extensibility.

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 8

Date: Wednesday, January 21

Attendees

- Huertas Molina, Johana
- Kohlman, Zack Aydan
- Falcon, Rachelle

Meeting Time

- Start time: 7:00 PM
- End time: 7:30 PM

Huertas Molina, Johana

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Started translating the email automation workflow into a simple proof-of-concept plan and reviewed required API endpoints.

What is planned to be done until the next scrum meeting?

Continue outlining the implementation steps and identify what can be demonstrated in a basic demo.

What are the hurdles?

Ensuring the proof of concept remains simple and focused.

Kohlman, Zack Aydan

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Began drafting pseudocode for command interpretation and mapping user inputs to actions.

What is planned to be done until the next scrum meeting?

Refine the logic flow and prepare sample commands for testing.

What are the hurdles?

Handling ambiguous inputs without adding unnecessary complexity.

Falcon, Rachelle

How many hours did I work since the last meeting?

2 hours

What was done since the last scrum meeting?

Started outlining how calendar actions could be implemented in a minimal version.

What is planned to be done until the next scrum meeting?

Continue defining basic calendar actions and expected outcomes.

What are the hurdles?

Keeping the scope minimal while ensuring the feature is meaningful.

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 9

Date: Thursday, January 22

Attendees:

Huertas Molina, Johana

Kohlman, Zack Aydan

Falcon, Rachelle

Meeting Time:

Start: 7:00 PM

End: 7:30 PM

Huertas Molina, Johana

Hours worked: 2 hours

Work completed: Refined the email automation proof of concept and identified a simple end-to-end flow that can be demonstrated.

Planned work: Prepare a clear outline of the email automation demo and document assumptions.

Hurdles: Ensuring the demo flow is clear without requiring full implementation.

Kohlman, Zack Aydan

Hours worked: 2 hours

Work completed: Refined pseudocode for command interpretation and tested example command flows conceptually.

Planned work: Align command interpretation logic with the planned demo scenarios.

Hurdles: Keeping logic understandable while still representative of AI behavior.

Falcon, Rachelle

Hours worked: 2 hours

Work completed: Refined the minimal calendar feature flow and defined how it fits into the demo scenario.

Planned work: Document the calendar proof of concept steps.

Hurdles: Ensuring consistency between calendar actions and overall assistant behavior.

Daily Scrum Meeting Minutes

Project: ExecAI – Executive Assistant powered by AI

Sprint: Sprint 1

Day: Day 10

Date: Friday, January 23

Attendees:

Huertas Molina, Johana

Kohlman, Zack Aydan

Falcon, Rachelle

Meeting Time:

Start: 7:00 PM

End: 7:30 PM

Huertas Molina, Johana

Hours worked: 2 hours

Work completed: Finalized the email automation proof of concept outline and documented the main assumptions and limitations.

Planned work: Prepare material to present the email automation flow during the sprint review.

Hurdles: Ensuring the scope remains aligned with the initial project goals.

Kohlman, Zack Aydan

Hours worked: 2 hours

Work completed: Finalized the command interpretation logic outline and prepared example commands for demonstration.

Planned work: Support integration of command interpretation with other project components.

Hurdles: Keeping the logic clear without adding unnecessary complexity.

Falcon, Rachelle

Hours worked: 2 hours

Work completed: Finalized the calendar feature proof of concept and documented expected behaviors for demo purposes.

Planned work: Prepare calendar-related material for the sprint review.

Hurdles: Ensuring consistency across all feature demos.

SPRINT 2 – DAY 1

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 5:00 PM

End time: 5:15 PM

Johana Huertas

Hours worked: 4 hours

What was done: Developed and integrated the meeting scheduling MVP.

Planned work: Finalize edge cases and prepare demo.

Hurdles: Maintaining simplicity while showing functionality.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Worked on interpreting natural language scheduling requests.

Planned work: Improve intent detection coverage.

Hurdles: Handling varied phrasing without complexity.

Rachelle Falcon

Hours worked: 3 hours

What was done: Reviewed and refined assistant UI flow.

Planned work: Suggest UI improvements and assist demo prep.

Hurdles: Balancing minimal design with clarity.

SPRINT 2 – DAY 2

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 4:00 PM

End time: 4:15 PM

Johana Huertas

Hours worked: 3 hours

What was done: Continued backend development and began integrating OpenAI intent parsing into the scheduling flow.

Planned work: Finalize intent parsing endpoint and connect it to the frontend.

Hurdles: Ensuring accurate intent extraction while keeping the system simple.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Reviewed and validated the approach for AI-based intent parsing.

Planned work: Assist with testing and refining intent parsing results.

Hurdles: Managing edge cases in user phrasing.

Rachelle Falcon

Hours worked: 3 hours

What was done: Evaluated the UI flow for intent-driven interactions and suggested improvements.

Planned work: Update UI messaging based on parsed intent.

Hurdles: Keeping the interface intuitive as functionality expands.

SPRINT 2 – DAY 3

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 5:00 PM

End time: 5:30 PM

Johana Huertas

Hours worked: 4 hours

What was done: Continued development of the ExecAI MVP by stabilizing the backend and frontend flow and preparing the system for OpenAI-based intent parsing.

Planned work: Complete the OpenAI intent parsing endpoint and connect it to the meeting scheduling flow.

Hurdles: Ensuring the AI intent parsing integrates cleanly without disrupting the existing MVP.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Reviewed intent categories and supported user commands for OpenAI-based parsing.

Planned work: Assist with testing and validation of AI intent parsing outputs.

Hurdles: Handling ambiguous user requests while keeping classification simple.

Rachelle Falcon

Hours worked: 3 hours

What was done: Reviewed UI flow to ensure clarity as AI features are introduced.

Planned work: Support UI adjustments and assist with documentation.

Hurdles: Maintaining UI clarity as system behavior becomes more dynamic.

SPRINT 2 – DAY 4

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 5:00 PM

End time: 5:15 PM

Johana Huertas

Hours worked: 4 hours

What was done: Integrated mock calendar confirmation flow and stabilized backend and frontend interaction.

Planned work: Begin adding artificial intelligence–based intent parsing to the backend.

Hurdles: Ensuring new features do not break the existing working prototype.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Reviewed supported user request patterns and aligned them with the current scheduling flow.

Planned work: Assist with testing and validating intent parsing results.

Hurdles: Keeping intent handling simple while covering common cases.

Rachelle Falcon

Hours worked: 3 hours

What was done: Validated user interaction flow and confirmed clarity of meeting confirmation feedback.

Planned work: Support user interface improvements and demo preparation.

Hurdles: Maintaining a clean interface as features are added.

SPRINT 2 – DAY 5

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 5:00 PM

End time: 5:15 PM

Johana Huertas

Hours worked: 4 hours

What was done: Implemented artificial intelligence–based intent parsing and connected it to the existing scheduling flow.

Planned work: Test intent parsing results and prepare the system for sprint review.

Hurdles: Validating accuracy of intent extraction across different user phrasings.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Assisted with testing artificial intelligence intent parsing and reviewing output consistency.

Planned work: Document supported request examples for sprint review.

Hurdles: Ensuring outputs remain structured and predictable.

Rachelle Falcon

Hours worked: 3 hours

What was done: Reviewed end-to-end user flow after intent parsing was added and verified clarity.

Planned work: Finalize user interface messaging for sprint review.

Hurdles: Keeping the interface intuitive as intelligence increases.

SPRINT 2 – DAY 6

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 5:00 PM

End time: 5:15 PM

Johana Huertas

Hours worked: 3 hours

What was done: Tested artificial intelligence intent parsing with multiple scheduling scenarios and verified backend stability.

Planned work: Finalize preparation for sprint review and demo walkthrough.

Hurdles: Ensuring consistent behavior across different input variations.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Validated intent parsing outputs and helped document expected system behavior.

Planned work: Support sprint review preparation and answer technical questions.

Hurdles: Communicating technical behavior clearly in the review.

Rachelle Falcon

Hours worked: 3 hours

What was done: Final user interface checks and confirmation of clear feedback messages.

Planned work: Assist with sprint review presentation and feedback collection.

Hurdles: Keeping the demo simple while showing system intelligence.

SPRINT 2 – DAY 7

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 5:00 PM

End time: 5:15 PM

Johana Huertas

Hours worked: 3 hours

What was done: Ran end-to-end demo tests (frontend to backend) and fixed minor issues in the scheduling and confirmation flow.

Planned work: Prepare sprint review materials and document current features and known limitations.

Hurdles: Keeping the demo stable while making last-minute improvements.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Finalized examples of supported user requests and validated intent parsing behavior against those examples.

Planned work: Assist with sprint review explanation of how user requests map to system actions.

Hurdles: Ensuring the system behaves predictably across different phrasing.

Rachelle Falcon

Hours worked: 3 hours

What was done: Refined user interface text and confirmation messaging to make the flow easier to understand during the demo.

Planned work: Support sprint review presentation and capture feedback for the next sprint.

Hurdles: Maintaining clarity as more features are introduced.

SPRINT 2 – DAY 8

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 5:00 PM

End time: 5:15 PM

Johana Huertas

Hours worked: 3 hours

What was done: Finalized integration between intent parsing and scheduling flow, and stabilized the demo for review.

Planned work: Prepare sprint review materials and document system behavior.

Hurdles: Ensuring consistent responses across different input scenarios.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Tested multiple user request variations and validated intent parsing outputs.

Planned work: Assist with sprint review preparation and documentation.

Hurdles: Edge cases in ambiguous user phrasing.

Rachelle Falcon

Hours worked: 3 hours

What was done: Reviewed final user experience and verified clarity of system responses.

Planned work: Support presentation and feedback incorporation.

Hurdles: Keeping explanations concise for demonstration.

SPRINT 2 – DAY 9

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 5:00 PM

End time: 5:15 PM

Johana Huertas

Hours worked: 3 hours

What was done: Performed end-to-end testing of the scheduling and intent parsing flow.

Planned work: Finalize sprint review deliverables and documentation.

Hurdles: Minor edge cases identified during testing.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Reviewed intent parsing accuracy and refined supported input examples.

Planned work: Assist with sprint review preparation.

Hurdles: Ambiguous phrasing in some user inputs.

Rachelle Falcon

Hours worked: 3 hours

What was done: Final review of user interface flow and confirmation messaging.

Planned work: Support sprint review presentation.

Hurdles: Ensuring clarity in all user-facing messages.

SPRINT 2 – DAY 10

Attendees:

Johana Huertas
Zack Aydan Kohlman
Rachelle Falcon

Start time: 5:00 PM

End time: 5:15 PM

Johana Huertas

Hours worked: 3 hours

What was done: Finalized sprint review preparation and ensured the prototype is stable for demonstration.

Planned work: Present sprint review and gather feedback for the next sprint.

Hurdles: Time constraints for final polishing before review.

Zack Aydan Kohlman

Hours worked: 3 hours

What was done: Completed documentation of supported request examples and assisted final testing.

Planned work: Support sprint review and plan improvements based on feedback.

Hurdles: Keeping documentation concise while covering key cases.

Rachelle Falcon

Hours worked: 3 hours

What was done: Finalized user interface wording and prepared talking points for the sprint review.

Planned work: Support sprint review delivery and help define next sprint goals.

Hurdles: Ensuring the user experience remains clear during live demo.

SPRINT 3 – DAY 1

Daily Scrum Meeting Minutes

Attendees: Johana Huertas, Rachelle, Zack

Start time: 11:00 AM

End time: 12:00 PM

Johana Huertas

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Reviewed Sprint 2 outcomes and prepared Sprint 3 planning documentation.

What is planned to be done until the next scrum meeting?

Begin OpenAI intent parsing integration and connect it to the scheduling flow.

What are the hurdles?

None at this time.

Rachelle

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Reviewed project requirements and sprint goals.

What is planned to be done until the next scrum meeting?

Assist with documentation and review user stories.

What are the hurdles?

None reported.

Zack

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Reviewed repository and existing backend flow.

What is planned to be done until the next scrum meeting?

Support backend testing and review API responses.

What are the hurdles?

None at this moment.

SPRINT 3 – DAY 2

Daily Scrum Meeting Minutes

Attendees: Johana Huertas, Rachelle, Zack

Start time: 11:00 AM

End time: 12:00 PM

Johana Huertas

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Implemented OpenAI intent parsing logic and tested responses.

What is planned to be done until the next scrum meeting?

Connect intent parsing to scheduling suggestion logic.

What are the hurdles?

Prompt tuning may require iteration.

Rachelle

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Reviewed intent classification outputs and assisted with documentation.

What is planned to be done until the next scrum meeting?

Support UI updates and testing.

What are the hurdles?

None reported.

Zack

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Reviewed backend integration and tested API endpoints.

What is planned to be done until the next scrum meeting?

Assist with scheduling logic and error handling.

What are the hurdles?

None at this time.

SPRINT 3 – DAY 3

Daily Scrum Meeting Minutes

Attendees: Johana Huertas, Rachelle, Zack

Start time: 11:00 AM

End time: 12:00 PM

Johana Huertas

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Connected intent parsing output to the scheduling time suggestion flow.

What is planned to be done until the next scrum meeting?

Add a safe fallback response and improve extracted fields shown in the UI.

What are the hurdles?

Need to keep outputs consistent across different user phrasing.

Rachelle

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Updated UI messaging and validated the flow with multiple test prompts.

What is planned to be done until the next scrum meeting?

Continue UI polishing and prepare demo prompts for the showcase.

What are the hurdles?

Minor UI edge cases when inputs are ambiguous.

Zack

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Added error handling and improved backend response structure for scheduling.

What is planned to be done until the next scrum meeting?

Help add mock email drafting support and additional intent tests.

What are the hurdles?

None at this time.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 9:00 pm

End time: 9:30 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Implemented safe fallback responses for unsupported or unclear user requests and improved consistency of extracted intent fields displayed in the UI.
- What is planned to be done until the next scrum meeting?
 - Refine prompt handling to improve accuracy across varied user phrasing and begin testing multi-intent scenarios such as scheduling and drafting an email.
- What are the hurdles?
 - Edge cases where user phrasing blends multiple actions in one request.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Added mock email drafting support tied to parsed scheduling intent and expanded backend intent validation tests.
- What is planned to be done until the next scrum meeting?
 - Improve error handling when required scheduling fields are missing and assist with cross-testing AI intent with scheduling logic.
- What are the hurdles?
 - Ensuring backend response structure remains consistent for both scheduling and email flows.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued UI polishing and integrated fallback response messaging while testing multiple demo prompts for accuracy and flow clarity.
- What is planned to be done until the next scrum meeting?
 - Finalize demo-ready prompt set and improve UI feedback when fallback responses are triggered.
- What are the hurdles?
 - Minor UI formatting adjustments when displaying multiple extracted fields.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 6:30 pm

End time: 7:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Refined prompt handling to improve intent accuracy across varied user phrasing and tested multi-intent scenarios combining scheduling and email drafting.
- What is planned to be done until the next scrum meeting?
 - Improve intent confidence scoring and validate extracted fields before passing them to scheduling logic.
- What are the hurdles?
 - Some complex prompts still produce partially missing structured fields.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved error handling when required scheduling fields are missing and assisted with cross-testing AI intent with scheduling logic.
- What is planned to be done until the next scrum meeting?
 - Optimize backend response formatting and begin preparing demo-ready API responses.
- What are the hurdles?
 - Maintaining consistent output formatting while supporting multiple intent types.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized demo-ready prompt set and improved UI feedback when fallback responses are triggered.
- What is planned to be done until the next scrum meeting?
 - Polish UI transitions for scheduling confirmations and test full end-to-end demo scenarios.
- What are the hurdles?
 - Minor styling inconsistencies across different browser views.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 10:00 pm

End time: 10:30 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved intent confidence handling and validated extracted fields before passing structured data into scheduling logic and tested additional edge case prompts.
- What is planned to be done until the next scrum meeting?
 - Finalize structured intent schema and prepare demo scenarios that showcase AI handling both scheduling and fallback responses.
- What are the hurdles?
 - Occasional inconsistencies in how multi-action prompts are parsed.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Optimized backend response formatting and aligned API outputs with demo-ready structure while testing cross-intent validation.
- What is planned to be done until the next scrum meeting?
 - Prepare backend logging for demo visibility and finalize error messaging for missing scheduling inputs.
- What are the hurdles?
 - Ensuring error responses remain user-friendly while still technically accurate.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Polished UI confirmation flows and tested full end-to-end demo scenarios including fallback responses.
- What is planned to be done until the next scrum meeting?
 - Finalize UI adjustments for demo presentation and rehearse the user journey flow.
- What are the hurdles?
 - Minor UI alignment inconsistencies in extracted field displays.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 6:30 pm

End time: 7:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued refining intent parsing accuracy and improved structured field extraction consistency for scheduling-related prompts.
- What is planned to be done until the next scrum meeting?
 - Complete remaining edge case testing and ensure parsed intent outputs align cleanly with scheduling logic.
- What are the hurdles?
 - Some varied phrasing still results in slightly inconsistent extracted parameters.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued strengthening backend validation for scheduling inputs and improved response handling when required fields are incomplete.
- What is planned to be done until the next scrum meeting?
 - Finalize integration between validated intent data and scheduling flow and assist with structured response testing.
- What are the hurdles?
 - Ensuring validation logic does not reject flexible but valid user phrasing.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Updated UI messaging to better reflect parsed intent outputs and tested user flows with multiple scheduling prompt variations.
- What is planned to be done until the next scrum meeting?
 - Continue refining UI feedback for incomplete or ambiguous inputs and prepare interim sprint demo scenarios.
- What are the hurdles?
 - Minor inconsistencies in how extracted fields are displayed when some values are missing.

SPRINT 3 – DAY 8

Daily Scrum Meeting Minutes

Attendees: Johana Huertas, Rachelle, Zack

Start time: 11:00 AM

End time: 12:00 PM

Johana Huertas

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Integrated mock email drafting flow triggered by detected intent.

What is planned to be done until the next scrum meeting? Improve follow-up handling and refine AI prompt clarity.

What are the hurdles? Ensuring consistent output structure from AI responses.

Rachelle

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Enhanced UI layout for email preview and meeting suggestions.

What is planned to be done until the next scrum meeting? Continue UI improvements and test full workflow.

What are the hurdles? Minor layout adjustments needed for better clarity.

Zack

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Strengthened backend validation for email and scheduling endpoints.

What is planned to be done until the next scrum meeting? Support follow-up reminder feature integration.

What are the hurdles? None at this time.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 4:30 pm

End time: 5:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved follow-up handling logic and refined AI prompt structure to produce more consistent structured responses for scheduling and email drafting.
- What is planned to be done until the next scrum meeting?
 - Finalize prompt adjustments and assist with validating reminder flow integration.
- What are the hurdles?
 - Some AI responses still require minor formatting cleanup before passing to the backend.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Supported follow-up reminder feature integration and validated backend handling for combined scheduling and email flows.
- What is planned to be done until the next scrum meeting?
 - Complete final backend testing for Sprint 3 user stories and prepare sprint demo endpoints.
- What are the hurdles?
 - Ensuring reminder triggers do not conflict with existing scheduling logic.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued UI improvements and tested the full workflow including scheduling, email drafting, and follow-up reminders.
- What is planned to be done until the next scrum meeting?
 - Finalize UI adjustments for Sprint 3 demo and confirm smooth transitions between workflow steps.
- What are the hurdles?
 - Minor display inconsistencies when showing reminder confirmation messages.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 8:30 pm

End time: 9:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized prompt refinements and confirmed structured intent outputs align correctly with scheduling, email drafting, and reminder flows.
- What is planned to be done until the next scrum meeting?
 - Prepare Sprint 3 mock demo walkthrough and document improvements made to intent parsing and fallback handling.
- What are the hurdles?
 - No major hurdles at this time.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed backend validation testing and ensured stable integration between scheduling, email, and reminder endpoints.
- What is planned to be done until the next scrum meeting?
 - Assist with Sprint 3 review preparation and verify all user stories meet acceptance criteria.
- What are the hurdles?
 - Minor cleanup of logging output before small mock demo presentation.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized UI adjustments for scheduling, email previews, and reminder confirmations and tested the full end-to-end user workflow.
- What is planned to be done until the next scrum meeting?
 - Prepare visual demo flow and confirm consistent UI behavior across tested scenarios.
- What are the hurdles?
 - No significant issues remaining.

SPRINT 4 – DAY 1

Daily Scrum Meeting Minutes

Attendees: Johana Huertas, Rachelle, Zack

Start time: 11:00 AM

End time: 12:00 PM

Johana Huertas

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Reviewed Sprint 3 outcomes and prepared Sprint 4 implementation plan.

What is planned to be done until the next scrum meeting? Begin implementing email drafting automation backend logic.

What are the hurdles? Need to ensure structured AI response format.

Rachelle

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Reviewed UI feedback and identified improvements for email preview layout.

What is planned to be done until the next scrum meeting? Update UI to support email drafting preview and follow-up options.

What are the hurdles? Minor design alignment questions.

Zack

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Reviewed backend structure and prepared integration plan for follow-up reminders.

What is planned to be done until the next scrum meeting? Implement validation logic and error handling improvements.

What are the hurdles? None at this time.

SPRINT 4 – DAY 2

Daily Scrum Meeting Minutes

Attendees: Johana Huertas, Rachelle, Zack

Start time: 11:00 AM

End time: 12:00 PM

Johana Huertas

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Implemented initial email drafting logic using AI-generated structured output.

What is planned to be done until the next scrum meeting? Connect drafted email output to the frontend preview section.

What are the hurdles? Ensuring consistent formatting across different prompts.

Rachelle

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Designed UI adjustments for email preview and follow-up suggestion display.

What is planned to be done until the next scrum meeting? Implement frontend logic to render email drafts dynamically.

What are the hurdles? Minor layout spacing adjustments needed.

Zack

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Strengthened backend validation for email and reminder endpoints.

What is planned to be done until the next scrum meeting? Assist with integration testing of full workflow.

What are the hurdles? None at this time.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 4:00 pm

End time: 5:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Connected AI-generated email drafting output to the frontend preview component and refined prompt structure to maintain consistent formatting.
- What is planned to be done until the next scrum meeting?
 - Continue improving AI intent reliability and test different prompts to ensure stable structured responses.
- What are the hurdles?
 - Some prompts still produce slightly inconsistent email formatting.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Assisted with integration testing between backend email drafting logic and the frontend preview while continuing improvements to validation logic.
- What is planned to be done until the next scrum meeting?
 - Begin implementing follow-up reminder triggers and validate reminder workflow with scheduling and email flows.
- What are the hurdles?
 - None at this time.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Implemented frontend logic to dynamically display AI-generated email drafts and adjusted layout for clearer preview formatting.
- What is planned to be done until the next scrum meeting?
 - Continue refining UI elements for the email preview and integrate follow-up reminder suggestions into the interface.
- What are the hurdles?
 - Minor UI adjustments are still needed for consistent preview spacing.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 8:00 pm

End time: 9:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Refined prompt engineering to improve consistency of AI-generated email drafts and tested multiple prompt variations to maintain structured output.
- What is planned to be done until the next scrum meeting?
 - Continue improving AI intent reliability and support integration of follow-up reminder suggestions into the drafting workflow.
- What are the hurdles?
 - Maintaining consistent formatting when prompts vary significantly in phrasing.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Implemented initial backend logic for follow-up reminder suggestions and continued validating AI-generated responses before passing them to the frontend.
- What is planned to be done until the next scrum meeting?
 - Expand reminder trigger testing and assist with validating the full email drafting workflow.
- What are the hurdles?
 - Ensuring reminder triggers align correctly with detected user intent.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved UI layout for email preview and began integrating follow-up reminder suggestions into the interface.
- What is planned to be done until the next scrum meeting?
 - Continue refining UI responsiveness and test how reminder suggestions appear alongside generated email drafts.
- What are the hurdles?
 - Minor layout adjustments needed to keep preview components visually balanced.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 8:00 pm

End time: 9:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued refining prompt engineering and tested AI responses with multiple email scenarios to ensure consistent drafting results.
- What is planned to be done until the next scrum meeting?
 - Support validation of follow-up reminder suggestions and continue improving intent detection reliability.
- What are the hurdles?
 - Some prompts still require additional tuning to maintain consistent tone in generated emails.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Expanded backend reminder trigger logic and validated reminder suggestions with AI-generated email outputs.
- What is planned to be done until the next scrum meeting?
 - Continue integration testing between AI drafting, reminder suggestions, and scheduling logic.
- What are the hurdles?
 - Ensuring reminder triggers activate correctly when multiple intents are detected.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Integrated follow-up reminder suggestions into the UI and tested how reminders appear alongside generated email drafts.
- What is planned to be done until the next scrum meeting?
 - Integrated follow-up reminder suggestions into the UI and tested how reminders appear alongside generated email drafts.
- What are the hurdles?
 - Minor layout adjustments are still needed for better spacing between UI components.

Sprint Daily Standup Meeting Minutes (Day 6)

Attendees: Johana Huertas, Rachelle, Zack

Start time: 10:30 AM

End time: 11:30 AM

What did each team member accomplish since the last meeting?

- Continued development of the AI intent parsing logic.
- Improved connection between the backend API and the Streamlit interface.
- Tested meeting scheduling suggestions using sample user inputs.

What will each team member work on next?

- Implement improvements to email drafting functionality.
- Continue testing the meeting scheduling flow.
- Refine AI responses and fallback handling.

Are there any impediments or blockers?

- No major blockers were identified. The team will continue testing integration between components.

Sprint Daily Standup Meeting Minutes (Day 7)

Attendees: Johana Huertas, Rachelle, Zack

Start time: 9:30 AM

End time: 10:30 AM

What did each team member accomplish since the last meeting?

- Continued refining the AI intent parsing logic.
- Tested additional meeting scheduling scenarios.
- Reviewed backend responses and improved formatting for the UI.

What will each team member work on next?

- Improve suggestion of available meeting times.
- Begin integrating email drafting functionality.
- Continue testing user input variations.

Are there any impediments or blockers?

- No major blockers identified. The team will continue integration testing.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas, Rachelle, Zack

Start time: 10:00 AM

End time: 11:00 AM

Johana Huertas:

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Continued testing the meeting scheduling feature and refining AI responses.

What is planned to be done until the next scrum meeting? Improve email drafting flow and finalize integration with the interface.

What are the hurdles? No major hurdles reported.

Rachelle:

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Continued testing the meeting scheduling feature and refining AI responses.

What is planned to be done until the next scrum meeting? Improve email drafting flow and finalize integration with the interface.

What are the hurdles? No major hurdles reported.

Zack:

How many hours did I work since the last meeting? 3 hours

What was done since the last scrum meeting? Continued testing the meeting scheduling feature and refining AI responses.

What is planned to be done until the next scrum meeting? Improve email drafting flow and finalize integration with the interface.

What are the hurdles? No major hurdles reported.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 8:00 pm

End time: 9:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved the AI prompt structure to produce more reliable email drafts and continued testing different scheduling requests to ensure the intent detection remained consistent.
- What is planned to be done until the next scrum meeting?
 - Finalize prompt adjustments and confirm the AI email drafting output works smoothly with the frontend preview.
- What are the hurdles?
 - Some AI responses still require minor formatting adjustments before displaying in the interface.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued validating backend responses for scheduling and email drafting and assisted with testing the full workflow between AI output and frontend display.
- What is planned to be done until the next scrum meeting?
 - Finalize backend validation checks and confirm stable integration between the AI responses and the application interface.
- What are the hurdles?
 - No major hurdles.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Tested the interface with AI-generated meeting suggestions and email drafts and refined the layout for clearer display of generated content.
- What is planned to be done until the next scrum meeting?
 - Complete UI adjustments for the email preview and ensure the workflow between scheduling and email drafting appears seamless.
- What are the hurdles?
 - Minor UI formatting issues when displaying longer email drafts.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas, Rachelle, Zack

Start time: 10:00 AM

End time: 11:00 AM

Johana Huertas:

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Tested the full meeting scheduling flow and verified AI intent detection.

What is planned to be done until the next scrum meeting?

Prepare the system for sprint review and finalize demo scenario.

What are the hurdles?

None.

Rachelle:

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Worked on UI improvements and reviewed user interaction with the assistant.

What is planned to be done until the next scrum meeting?

Continue refining prompts and validating edge cases.

What are the hurdles?

Minor UI tweaks.

Zack:

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Tested backend responses and verified API integration with the frontend.

What is planned to be done until the next scrum meeting?

Assist with final testing and bug fixes.

What are the hurdles?

None.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas, Rachelle, Zack

Start time: 10:00 AM

End time: 11:00 AM

Johana Huertas:

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Started working on improving AI intent detection accuracy.

What is planned to be done until the next scrum meeting?

Continue refining intent parsing and testing new prompts.

What are the hurdles?

None.

Rachelle:

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Worked on improving meeting scheduling suggestions.

What is planned to be done until the next scrum meeting?

Continue enhancing UI interactions and suggestions.

What are the hurdles?

None.

Zack:

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Reviewed backend logic and tested API responses.

What is planned to be done until the next scrum meeting?

Support integration testing and bug fixes.

What are the hurdles?

None.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 6:00 pm

End time: 7:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued refining AI intent detection accuracy and tested additional prompts to improve consistency of extracted results.
- What is planned to be done until the next scrum meeting?
 - Further improve intent parsing reliability and begin aligning results with email drafting functionality.
- What are the hurdles?
 - Some prompts still produce slightly inconsistent intent classification.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Supported backend testing and reviewed API responses to ensure proper handling of scheduling and email-related data.
- What is planned to be done until the next scrum meeting?
 - Assist with integration testing and begin implementing follow-up automation improvements.
- What are the hurdles?
 - No major hurdles.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved meeting scheduling suggestions and tested how different inputs affect suggested times in the UI.
- What is planned to be done until the next scrum meeting?
 - Continue enhancing UI interactions and improve how scheduling suggestions are displayed to the user.
- What are the hurdles?
 - Minor inconsistencies in how suggested times are presented in the interface.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 6:00 pm

End time: 7:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved intent parsing accuracy by refining prompt structure and tested additional edge cases to ensure consistent classification results.
- What is planned to be done until the next scrum meeting?
 - Continue enhancing intent reliability and begin improving how parsed results feed into email drafting.
- What are the hurdles?
 - Some edge case inputs still result in slightly ambiguous intent outputs.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Worked on backend support for follow-up automation and validated API responses for scheduling and email flows.
- What is planned to be done until the next scrum meeting?
 - Continue implementing follow-up automation logic and assist with integration testing across features.
- What are the hurdles?
 - Ensuring follow-up logic integrates smoothly with existing scheduling workflows.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Refined UI display for meeting scheduling suggestions and tested how different user inputs affect the clarity of suggested options.
- What is planned to be done until the next scrum meeting?
 - Improve UI feedback for selected meeting times and continue enhancing interaction flow.
- What are the hurdles?
 - Minor UI inconsistencies when displaying multiple scheduling options.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 4:30 pm

End time: 5:30 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued improving AI intent detection accuracy and refined prompt handling to reduce ambiguity in edge case inputs.
- What is planned to be done until the next scrum meeting?
 - Further enhance intent parsing consistency and improve how parsed outputs integrate with email drafting logic.
- What are the hurdles?
 - Some complex user inputs still produce mixed or unclear intent classifications.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Expanded follow-up automation logic and tested backend handling of reminder triggers alongside scheduling and email flows.
- What is planned to be done until the next scrum meeting?
 - Continue integration testing and refine backend validation for combined intent scenarios.
- What are the hurdles?
 - Ensuring follow-up automation triggers correctly without interfering with scheduling workflows.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved UI feedback for meeting scheduling suggestions and refined interaction flow for selecting suggested times.
- What is planned to be done until the next scrum meeting?
 - Continue enhancing UI clarity and improve how scheduling and email outputs are displayed together.
- What are the hurdles?
 - Minor UI inconsistencies when displaying multiple dynamic elements at once.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 6:00 pm

End time: 7:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Further refined AI intent detection and improved prompt handling to produce more consistent outputs across scheduling and email scenarios.
- What is planned to be done until the next scrum meeting?
 - Further refined AI intent detection and improved prompt handling to produce more consistent outputs across scheduling and email scenarios.
- What are the hurdles?
 - Some edge cases still require additional prompt tuning to ensure consistent results.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved backend validation for follow-up automation and tested integration between reminders, scheduling, and email workflows.
- What is planned to be done until the next scrum meeting?
 - Continue refining follow-up automation logic and assist with full system integration testing.
- What are the hurdles?
 - Ensuring all workflows remain synchronized when multiple intents are triggered.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Enhanced UI presentation for combined scheduling and email outputs and improved visual feedback for user interactions.
- What is planned to be done until the next scrum meeting?
 - Continue refining UI layout and ensure consistent display of dynamic content across different scenarios.
- What are the hurdles?
 - Minor layout adjustments needed when displaying multiple outputs simultaneously.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 5:00 pm

End time: 6:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued refining AI intent detection and improved prompt consistency to better handle ambiguous and multi-intent user inputs.
- What is planned to be done until the next scrum meeting?
 - Further enhance intent reliability and begin validating outputs across combined scheduling and email scenarios.
- What are the hurdles?
 - Some complex inputs still result in partially inconsistent intent classification.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Strengthened backend handling for follow-up automation and continued testing integration across scheduling, email, and reminder workflows.
- What is planned to be done until the next scrum meeting?
 - Refine backend validation and support full workflow testing across all integrated features.
- What are the hurdles?
 - Ensuring consistent behavior when multiple features are triggered within a single request.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved UI clarity for displaying combined outputs and refined interaction feedback for scheduling and email features.
- What is planned to be done until the next scrum meeting?
 - Continue enhancing UI responsiveness and ensure consistent display across different user scenarios.
- What are the hurdles?
 - Minor inconsistencies when rendering multiple dynamic components simultaneously.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 7:00 pm

End time: 8:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved intent detection by refining prompts for multi-intent scenarios and tested additional edge cases to ensure more consistent AI responses.
- What is planned to be done until the next scrum meeting?
 - Continue validating intent outputs across combined scheduling and email requests and reduce ambiguity in edge case inputs.
- What are the hurdles?
 - Some complex inputs still produce overlapping or unclear intent classifications.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Enhanced backend validation for combined workflows and continued testing follow-up automation with scheduling and email integration.
- What is planned to be done until the next scrum meeting?
 - Finalize integration testing across all features and ensure stable backend behavior for multiple intent handling.
- What are the hurdles?
 - Maintaining consistent backend responses when multiple features are triggered simultaneously.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Refined UI layout for displaying multiple outputs and improved user interaction feedback for combined scheduling and email features.
- What is planned to be done until the next scrum meeting?
 - Continue polishing UI elements and ensure smooth transitions between different feature outputs.
- What are the hurdles?
 - Minor layout inconsistencies when displaying multiple dynamic components together.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 9:00 pm

End time: 10:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Tested AI intent detection across a wider range of user inputs and refined prompt structure to improve consistency in multi-intent scenarios.
- What is planned to be done until the next scrum meeting?
 - Finalize prompt adjustments and validate intent outputs across all supported features including scheduling, email drafting, and follow-ups.
- What are the hurdles?
 - Occasional inconsistencies in how edge case inputs are interpreted by the AI.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed additional backend testing for follow-up automation and ensured stable handling of combined workflows across scheduling and email features.
- What is planned to be done until the next scrum meeting?
 - Perform final backend validation and prepare for full workflow testing before sprint completion.
- What are the hurdles?
 - Ensuring all integrated features behave consistently under different user scenarios.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Polished UI presentation for combined outputs and tested full user workflows including scheduling, email drafting, and follow-up suggestions.
- What is planned to be done until the next scrum meeting?
 - Finalize UI refinements and ensure consistent user experience across all tested scenarios.
- What are the hurdles?
 - Minor UI inconsistencies when handling complex or multi-step interactions.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 9:00 pm

End time: 10:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized prompt refinements for intent detection and validated AI outputs across scheduling, email drafting, and follow-up scenarios.
- What is planned to be done until the next scrum meeting?
 - Assist with final integration testing and confirm consistent behavior across all supported user inputs.
- What are the hurdles?
 - Minor inconsistencies in edge case intent classification.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed backend validation for integrated workflows and confirmed stable handling of scheduling, email, and follow-up automation features.
- What is planned to be done until the next scrum meeting?
 - Support final system testing and prepare backend components for sprint completion.
- What are the hurdles?
 - Ensuring all workflows remain stable under varied test scenarios.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized UI adjustments and tested full end-to-end workflows to ensure consistent display and interaction across all features.
- What is planned to be done until the next scrum meeting?
 - Prepare UI for sprint demo and confirm smooth user experience across all tested cases.
- What are the hurdles?
 - Minor UI refinements needed for edge case scenarios.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 5:00 pm

End time: 6:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized improvements to AI intent detection and validated outputs across scheduling, email drafting, and follow-up scenarios to ensure consistent behavior.
- What is planned to be done until the next scrum meeting?
 - Prepare for Sprint 6 by identifying edge cases and areas where intent detection reliability can be further improved.
- What are the hurdles?
 - Some complex edge cases still require additional refinement for full consistency.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed backend validation for all integrated workflows and confirmed stable interaction between scheduling, email drafting, and follow-up automation features.
- What is planned to be done until the next scrum meeting?
 - Begin addressing identified edge cases and improve backend robustness for handling complex multi-intent requests.
- What are the hurdles?
 - Ensuring consistent backend behavior across less common or complex user scenarios.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed UI refinements and validated full end-to-end user workflows to ensure consistent display and interaction across all features.
- What is planned to be done until the next scrum meeting?
 - Identify UI improvements and polish areas for better clarity and user experience in Sprint 6.
- What are the hurdles?
 - Minor UI inconsistencies remain when handling edge case scenarios.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 7:30 pm

End time: 8:30 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Reviewed Sprint 5 outcomes and began identifying AI edge cases while analyzing inconsistencies in intent detection and email tone.
- What is planned to be done until the next scrum meeting?
 - Start refining prompt handling for edge cases and improve consistency in AI-generated email tone.
- What are the hurdles?
 - Some edge cases are difficult to standardize due to varied user phrasing.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Reviewed backend behavior for multi-intent scenarios and identified areas where performance and validation can be improved.
- What is planned to be done until the next scrum meeting?
 - Begin enhancing multi-intent detection logic and analyze performance bottlenecks in API response handling.
- What are the hurdles?
 - Ensuring multi-intent handling remains accurate without increasing system complexity.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Reviewed UI from Sprint 5 and identified areas that need polishing for clarity and consistency across workflows.
- What is planned to be done until the next scrum meeting?
 - Begin implementing UI improvements to enhance readability and user interaction feedback.
- What are the hurdles?
 - Balancing UI simplicity with displaying multiple outputs clearly.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 4:00 pm

End time: 5:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Started refining prompt handling for AI edge cases and improved consistency in email tone across different user inputs.
- What is planned to be done until the next scrum meeting?
 - Continue improving edge case handling and test AI responses with more complex and varied prompts.
- What are the hurdles?
 - Some edge cases still produce inconsistent tone or structure in responses.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Began enhancing multi-intent detection logic and analyzed backend performance to identify areas for optimization.
- What is planned to be done until the next scrum meeting?
 - Continue improving multi-intent handling and start implementing performance optimizations for faster response times.
- What are the hurdles?
 - Balancing accuracy of multi-intent detection with system performance.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Started implementing UI polish improvements and refined layout for clearer display of multiple outputs.
- What is planned to be done until the next scrum meeting?
 - Continue improving UI consistency and enhance user interaction feedback across workflows.
- What are the hurdles?
 - Minor layout inconsistencies when displaying complex or multi-step outputs.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 5:00 pm

End time: 6:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Tested additional AI edge cases and refined prompt structure to improve consistency in both intent detection and email tone.
- What is planned to be done until the next scrum meeting?
 - Continue improving edge case handling and validate outputs across combined scheduling and email scenarios.
- What are the hurdles?
 - Some complex prompts still result in slight inconsistencies in tone and structure.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Improved multi-intent detection logic and began implementing performance optimizations to reduce response time.
- What is planned to be done until the next scrum meeting?
 - Continue optimizing backend performance and test multi-intent handling under more complex scenarios.
- What are the hurdles?
 - Ensuring performance improvements do not negatively impact detection accuracy.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Refined UI layout for better clarity and improved visual feedback for user interactions across multiple outputs.
- What is planned to be done until the next scrum meeting?
 - Continue UI polish and ensure consistent display across different workflows and edge cases.
- What are the hurdles?
 - Minor inconsistencies in UI alignment when handling dynamic content.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 5:00 pm

End time: 6:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued refining prompt handling for edge cases and improved consistency in AI-generated email tone across different scenarios.
- What is planned to be done until the next scrum meeting?
 - Further validate AI outputs across complex multi-intent inputs and reduce inconsistencies in edge case handling.
- What are the hurdles?
 - Some edge cases still produce slight variations in tone and structure.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Enhanced multi-intent detection and continued optimizing backend performance to improve response time and reliability.
- What is planned to be done until the next scrum meeting?
 - Expand testing for multi-intent scenarios and refine performance improvements across integrated workflows.
- What are the hurdles?
 - Balancing performance optimization with maintaining accurate multi-intent detection.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued UI polish and improved consistency in how multiple outputs are displayed across different user workflows.
- What is planned to be done until the next scrum meeting?
 - Further refine UI responsiveness and ensure consistent layout across all tested scenarios.
- What are the hurdles?
 - Minor layout inconsistencies when displaying complex or multi-step outputs.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 5:00 pm

End time: 6:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Further improved AI edge case handling and refined prompt structure to produce more consistent intent detection and email tone across varied inputs.
- What is planned to be done until the next scrum meeting?
 - Continue validating AI outputs across complex scenarios and reduce inconsistencies in multi-intent responses.
- What are the hurdles?
 - Some edge cases still result in slight variations in output formatting.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued optimizing backend performance and improved handling of multi-intent requests across scheduling, email, and follow-up workflows.
- What is planned to be done until the next scrum meeting?
 - Expand performance testing and ensure stable backend behavior under more complex user scenarios.
- What are the hurdles?
 - Ensuring performance improvements do not introduce inconsistencies in multi-intent handling.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Refined UI elements for better clarity and improved consistency in displaying combined outputs across different workflows.
- What is planned to be done until the next scrum meeting?
 - Continue UI polish and enhance user experience for handling complex or multi-step interactions.
- What are the hurdles?
 - Minor UI inconsistencies when rendering dynamic content in edge case scenarios.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 6:00 pm

End time: 7:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Tested additional edge cases and refined prompt handling to improve consistency in intent detection and email tone across complex inputs.
- What is planned to be done until the next scrum meeting?
 - Tested additional edge cases and refined prompt handling to improve consistency in intent detection and email tone across complex inputs.
- What are the hurdles?
 - Tested additional edge cases and refined prompt handling to improve consistency in intent detection and email tone across complex inputs.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued performance optimization and tested backend handling of multi-intent requests across integrated workflows.
- What is planned to be done until the next scrum meeting?
 - Further refine performance improvements and ensure consistent backend responses under different user scenarios.
- What are the hurdles?
 - Balancing performance improvements with maintaining accurate multi-intent detection.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued UI polish and improved consistency in displaying dynamic outputs across different workflows.
- What is planned to be done until the next scrum meeting?
 - Enhance UI responsiveness and ensure consistent user experience across edge cases.
- What are the hurdles?
 - Minor inconsistencies in layout when rendering complex or multi-step outputs.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 3:00 pm

End time: 4:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Further refined prompt handling and tested complex edge cases to improve consistency in intent detection and email tone across varied inputs.
- What is planned to be done until the next scrum meeting?
 - Continue validating AI outputs and reduce inconsistencies in multi-intent scenarios.
- What are the hurdles?
 - Some edge cases still produce slight variations in structured output.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued optimizing backend performance and improved handling of multi-intent requests across scheduling, email, and follow-up workflows.
- What is planned to be done until the next scrum meeting?
 - Expand performance testing and ensure stable backend behavior under more complex scenarios.
- What are the hurdles?
 - Ensuring performance improvements do not affect accuracy of multi-intent handling.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Refined UI layout and improved consistency in displaying combined outputs across different workflows.
- What is planned to be done until the next scrum meeting?
 - Continue UI polish and enhance user experience for handling complex or multi-step interactions.
- What are the hurdles?
 - Minor layout inconsistencies when displaying multiple dynamic elements.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 3:00 PM

End time: 4:00 PM

Johana Huertas Molina:

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Continued refining multi-intent detection and validating outputs.

What is planned to be done until the next scrum meeting?

Finalize edge case handling and consistency.

What are the hurdles?

Some edge cases still inconsistent.

Zack Kohlman:

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Optimized backend for multi-intent workflows.

What is planned to be done until the next scrum meeting?

Continue performance testing.

What are the hurdles?

Balancing speed and accuracy.

Rachelle Falcon:

How many hours did I work since the last meeting?

3 hours

What was done since the last scrum meeting?

Improved UI for combined outputs.

What is planned to be done until the next scrum meeting?

Finalize UI polish.

What are the hurdles?

Minor layout inconsistencies.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 7:00 pm

End time: 8:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized prompt refinements for edge case handling and validated consistent intent detection across complex and multi-intent scenarios.
- What is planned to be done until the next scrum meeting?
 - Assist with final validation of AI outputs and ensure stable behavior across all supported features.
- What are the hurdles?
 - Minor inconsistencies remain in highly ambiguous input scenarios.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed backend performance optimization and confirmed stable handling of multi-intent workflows across scheduling, email, and follow-up features.
- What is planned to be done until the next scrum meeting?
 - Support final system testing and verify backend reliability for Sprint 6 completion.
- What are the hurdles?
 - Ensuring consistent performance under all tested conditions.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized UI polish and tested full end-to-end workflows to ensure consistent display and smooth user interaction.
- What is planned to be done until the next scrum meeting?
 - Prepare UI for Sprint 6 completion and confirm readiness for transition to final demo phase.
- What are the hurdles?
 - Minor UI refinements needed for edge case scenarios.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 7:00 pm

End time: 8:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized improvements to AI edge case handling and confirmed consistent intent detection across complex and multi-intent scenarios.
- What is planned to be done until the next scrum meeting?
 - Prepare for Sprint 7 by identifying final refinements needed for demo presentation and improving overall AI response consistency.
- What are the hurdles?
 - Minor edge case inconsistencies remain but do not significantly impact functionality.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed backend performance optimization and verified stable system behavior across all integrated workflows.
- What is planned to be done until the next scrum meeting?
 - Prepare backend for final demo by ensuring clean responses and reliable handling of all supported scenarios.
- What are the hurdles?
 - Ensuring consistent performance under all possible demo scenarios.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed UI polish and validated full end-to-end workflows to ensure a smooth and consistent user experience.
- What is planned to be done until the next scrum meeting?
 - Prepare UI for final demo and refine visual presentation for clarity and impact.
- What are the hurdles?
 - Minor UI refinements remain for edge case interactions.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 8:30 pm

End time: 9:30 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Reviewed overall system behavior and identified remaining edge cases that could impact demo performance while beginning final refinements to AI responses.
- What is planned to be done until the next scrum meeting?
 - Continue stabilizing AI outputs and ensure consistent behavior across all core demo scenarios.
- What are the hurdles?
 - Some edge cases still need minor adjustments to ensure predictable outputs.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Reviewed backend performance and validated system stability across all integrated workflows to prepare for demo conditions.
- What is planned to be done until the next scrum meeting?
 - Address any remaining backend inconsistencies and ensure reliable performance during demo scenarios.
- What are the hurdles?
 - Ensuring stable behavior under rapid or repeated demo interactions.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Reviewed UI for final polish and identified areas where clarity and presentation could be improved for the demo.
- What is planned to be done until the next scrum meeting?
 - Begin implementing UI refinements to improve visual clarity and user flow for demo presentation.
- What are the hurdles?
 - Balancing simplicity with clearly displaying multiple system outputs.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 6:00 pm

End time: 7:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Refined AI responses for core demo scenarios and tested outputs to ensure consistent intent detection and email drafting behavior.
- What is planned to be done until the next scrum meeting?
 - Continue stabilizing AI outputs and finalize responses for predefined demo scenarios.
- What are the hurdles?
 - Minor inconsistencies in edge case handling that could affect demo clarity.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Addressed backend inconsistencies and improved system stability to ensure smooth execution during demo scenarios.
- What is planned to be done until the next scrum meeting?
 - Continue testing backend performance and ensure reliable behavior under repeated demo interactions.
- What are the hurdles?
 - Ensuring consistent performance when running multiple demo scenarios back-to-back.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Implemented UI refinements to improve clarity and adjusted layout for better presentation of demo workflows.
- What is planned to be done until the next scrum meeting?
 - Continue polishing UI and ensure smooth visual transitions between different demo steps.
- What are the hurdles?
 - Minor layout adjustments needed for consistent presentation across all scenarios.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 5:00 pm

End time: 6:00 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized AI responses for key demo scenarios and tested consistency across scheduling, email drafting, and follow-up features.
- What is planned to be done until the next scrum meeting?
 - Perform final validation of AI outputs and ensure predictable behavior during live demo interactions.
- What are the hurdles?
 - Minor edge case inconsistencies that could affect less common demo inputs.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Conducted full backend testing across all workflows and improved stability to ensure reliable performance during demo execution.
- What is planned to be done until the next scrum meeting?
 - Complete final backend checks and ensure system reliability under demo conditions.
- What are the hurdles?
 - Ensuring consistent behavior when switching quickly between different demo scenarios.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized UI polish and tested full demo flow to ensure clear and smooth user experience.
- What is planned to be done until the next scrum meeting?
 - Make final UI adjustments and confirm visual consistency across all demo scenarios.
- What are the hurdles?
 - Minor UI refinements needed for edge case interactions.

Daily Scrum Meeting Minutes:

Attendees: Johana Huertas Molina, Zack Kohlman, Rachelle Falcon

Start time: 6:30 pm

End time: 7:30 pm

Johana Huertas Molina:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Completed final validation of AI responses and supported the live showcase by demonstrating consistent intent detection and email drafting functionality.
- What is planned to be done until the next scrum meeting?
 - Review feedback from the showcase and identify areas for improving AI response consistency and clarity.
- What are the hurdles?
 - Some feedback highlighted edge cases where responses could be more precise.

Zack Kohlman:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Ensured backend stability during the showcase and supported live demo execution across multiple scenarios.
- What is planned to be done until the next scrum meeting?
 - Analyze performance during the demo and begin addressing any inconsistencies identified from user feedback.
- What are the hurdles?
 - Minor inconsistencies observed under repeated demo usage.

Rachelle Falcon:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Finalized UI presentation and supported the showcase by guiding users through the demo flow and interface.
- What is planned to be done until the next scrum meeting?
 - Review user feedback and begin refining UI elements to improve clarity and user experience.
- What are the hurdles?
 - Feedback indicated minor UI clarity improvements are needed in certain areas.