

01.12.26 Sprint Planning Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After discussion, the velocity of the team was estimated to be 12 story points.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- User Story 1: Conduct interviews with students and advisors to gather advising requirements
- User Story 2: Research AI response model options and possible tech stack for MVP
- User Story 3: Begin planning chatbot structure, response behavior, and project architecture
- User Story 4: Organize collected resources and project notes into a centralized document
- User Story 5: Explore frontend layout and initial UI structure for the chat system

The team members indicated their willingness to work on the following user stories.

- Dabian Garnica
 - User Story 1: Conduct interviews with students and advisors to gather advising requirements
 - User Story 2: Research AI response model options and possible tech stack for MVP
 - User Story 3: Begin planning chatbot structure, response behavior, and project architecture
- Scarlett Herrera
 - User Story 1: Conduct interviews with students and advisors to gather advising requirements
 - User Story 4: Organize collected resources and project notes into a centralized document
 - User Story 3: Begin planning chatbot structure, response behavior, and project architecture
- Gabriela Saldana
 - User Story 2: Research AI response model options and possible tech stack for MVP

- User Story 4: Organize collected resources and project notes into a centralized document
- User Story 3: Begin planning chatbot structure, response behavior, and project architecture
- Fernando Azanza
 - User Story 5: Explore frontend layout and initial UI structure for the chat system
 - User Story 2: Research AI response model options and possible tech stack for MVP
 - User Story 3: Begin planning chatbot structure, response behavior, and project architecture
- Anya Assing
 - User Story 3: Begin planning chatbot structure, response behavior, and project architecture
 - User Story 4: Organize collected resources and project notes into a centralized document
 - User Story 2: Research AI response model options and possible tech stack for MVP

01.12.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Conducted initial user research to understand functional requirements and advising pain points.
- What is planned to be done until the next scrum meeting?
 - Continue interviews with students and advisors and research possible AI model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- 3
- What was done since the last scrum meeting?
 - Began conducting interviews with advisors and students to gather project requirements.
- What is planned to be done until the next scrum meeting?
 - Continue collecting advising information and organize notes from interviews.
- What are the hurdles?
 - N/S

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed project goals and began looking into technical approaches for backend support and knowledge organization.
- What is planned to be done until the next scrum meeting?
 - Continue reviewing backend-related options and support research for the project setup.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed the initial project scope and began thinking through possible user interface structure for the application.
- What is planned to be done until the next scrum meeting?
 - Continue exploring UI ideas and possible frontend structure for the chat system.
- What are the hurdles?
 - N/A

Anya Assing:

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

- Started outlining the chatbot's role and the type of responses it should provide to students.
- What is planned to be done until the next scrum meeting?
 - Continue defining prompt expectations and how responses should be structured.
- What are the hurdles?
 - N/A

01.13.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with students and advisors and researched tradeoffs between possible AI model APIs.
- What is planned to be done until the next scrum meeting?
 - Keep researching the tech stack and AI response model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with advisors and students to better understand advising-related needs.
- What is planned to be done until the next scrum meeting?
 - Organize recurring interview findings and continue collecting resource information.
- What are the hurdles?
 - N/A

Gabriela Saldana:

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

- 3
- What was done since the last scrum meeting?
 - Reviewed project setup needs and supported early planning for technical implementation.
- What is planned to be done until the next scrum meeting?
 - Continue helping define technical needs for the backend and data support.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued reviewing possible interface ideas and overall frontend direction for the project.
- What is planned to be done until the next scrum meeting?
 - Start outlining possible frontend components and layout ideas.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued defining the chatbot role and identifying how the AI should respond in advising scenarios.
- What is planned to be done until the next scrum meeting?
 - Refine response expectations and continue planning prompt structure.
- What are the hurdles?
 - N/A

01.14.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with students and advisors and researched tradeoffs between possible AI model APIs.
- What is planned to be done until the next scrum meeting?
 - Continue interviews with students and advisors and research possible AI model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed interview findings and continued consulting advisors for clarification on advising questions.
- What is planned to be done until the next scrum meeting?
 - Start organizing gathered information into a centralized set of notes.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Helped review technical planning needs for project setup and backend support.
- What is planned to be done until the next scrum meeting?
 - Continue reviewing backend requirements and possible support for data organization.
- What are the hurdles?
 - N/A

Fernando Azanza:

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

- Worked on early planning for the frontend structure and possible user-facing layout.
- What is planned to be done until the next scrum meeting?
 - Continue refining ideas for the initial UI and frontend organization.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on defining how the AI should respond and what type of context it would need in advising conversations.
- What is planned to be done until the next scrum meeting?
 - Continue refining prompt ideas and response guidelines for the chatbot.
- What are the hurdles?
 - N/A

01.15.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with students and advisors and researched tradeoffs between possible AI model APIs.
- What is planned to be done until the next scrum meeting?
 - Continue interviews with students and advisors and research possible AI model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- 3
- What was done since the last scrum meeting?
 - Started organizing gathered advising resources and interview findings into one centralized place.
- What is planned to be done until the next scrum meeting?
 - Continue gathering and organizing resources for future documentation and reference use.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical planning and reviewing how project information could be organized.
- What is planned to be done until the next scrum meeting?
 - Continue helping with setup planning and backend-related review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued exploring frontend layout ideas and possible structure for the application interface.
- What is planned to be done until the next scrum meeting?
 - Begin narrowing down how the UI should be organized for the MVP.
- What are the hurdles?
 - N/A

Anya Assing:

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

- Refined the initial direction for the chatbot prompt and continued outlining how answers should be structured.
- What is planned to be done until the next scrum meeting?
 - Keep improving the prompt structure and clarify the AI's role in student advising responses.
- What are the hurdles?
 - N/A

01.16.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with students and advisors and researched tradeoffs between possible AI model APIs.
- What is planned to be done until the next scrum meeting?
 - Continue interviews with students and advisors and research possible AI model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued compiling advising resources and organizing notes from earlier interviews and consultations.
- What is planned to be done until the next scrum meeting?
 - Expand the centralized resource notes and prepare them for later documentation work.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued reviewing project setup needs and supporting technical planning for implementation.
- What is planned to be done until the next scrum meeting?
 - Keep reviewing technical options and help support backend planning work.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refined ideas for the initial user interface and continued planning the frontend direction.
- What is planned to be done until the next scrum meeting?
 - Continue preparing for implementation of the frontend layout and chat interface.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued working on the chatbot prompt direction and defining how the AI should respond to advising-related questions.
- What is planned to be done until the next scrum meeting?
 - Build on the prompt structure and continue shaping response behavior for future chatbot interactions.
- What are the hurdles?
 - N/A

01.19.26 Sprint Backlog Grooming Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

The following user stories were created/discussed/refined/prioritized.

- All user stories were completed.

The user stories below are completed.

- User Story 1: Refine chatbot requirements based on advisor and student interview findings
- User Story 2: Organize advising resources into a centralized reference document
- User Story 3: Research AI model options and supporting technologies for the MVP
- User Story 4: Review possible frontend layout and interaction flow for the chat system
- User Story 5: Continue defining chatbot response behavior and prompt expectations

01.19.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with students and advisors and researched tradeoffs between possible AI model APIs.
- What is planned to be done until the next scrum meeting?
 - Continue interviews with students and advisors and research possible AI model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued compiling advising resources and organizing notes from interviews and advisor consultations.
- What is planned to be done until the next scrum meeting?

- Keep expanding the centralized resource notes and prepare them for later documentation work.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical planning and reviewing how project information could be organized.
- What is planned to be done until the next scrum meeting?
 - Keep reviewing backend-related options and support research for implementation.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued exploring possible frontend structure and user interaction flow for the chat system.
- What is planned to be done until the next scrum meeting?
 - Keep refining ideas for the initial UI and chat layout.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued shaping the chatbot prompt direction and defining how the AI should respond to advising-related questions.
- What is planned to be done until the next scrum meeting?
 - Build on the prompt structure and continue clarifying response expectations for the chatbot.

- What are the hurdles?
 - N/A

01.20.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with students and advisors and researched tradeoffs between possible AI model APIs.
- What is planned to be done until the next scrum meeting?
 - Continue interviews with students and advisors and research possible AI model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Organized collected advising resources and continued documenting information gathered from interviews.
- What is planned to be done until the next scrum meeting?
 - Keep centralizing project resources and adding more detail to the reference notes.
- What are the hurdles?
 - N/A

Gabriela Saldana:

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

- Continued reviewing implementation needs and helping support technical planning for the project.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with setup planning and reviewing possible backend support needs.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on early frontend layout planning and reviewed possible component structure for the interface.
- What is planned to be done until the next scrum meeting?
 - Continue refining possible frontend organization for the MVP.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot role and the type of responses it should provide to students.
- What is planned to be done until the next scrum meeting?
 - Keep improving prompt expectations and planning response structure for advising scenarios.
- What are the hurdles?
 - N/A

01.21.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with students and advisors and researched tradeoffs between possible AI model APIs.
- What is planned to be done until the next scrum meeting?
 - Continue interviews with students and advisors and research possible AI model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued organizing resource information and refining notes from advisor and student interviews.
- What is planned to be done until the next scrum meeting?
 - Expand the centralized resource document and continue preparing for documentation work.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued reviewing technical planning needs and helping organize project support tasks.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with backend planning and implementation review.
- What are the hurdles?
 - N/A

Fernando Azanza:

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

- What was done since the last scrum meeting?
 - Refined early ideas for the user interface and possible frontend layout for the chat system.
- What is planned to be done until the next scrum meeting?
 - Keep preparing for frontend implementation planning.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on clarifying how the AI should answer questions and what role the chatbot should serve for students.
- What is planned to be done until the next scrum meeting?
 - Continue refining prompt ideas and chatbot response expectations.
- What are the hurdles?
 - N/A

01.22.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with students and advisors and researched tradeoffs between possible AI model APIs.
- What is planned to be done until the next scrum meeting?
 - Continue interviews with students and advisors and research possible AI model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued building out the centralized project resource notes and organizing advising-related findings.
- What is planned to be done until the next scrum meeting?
 - Keep improving the resource document and preserving information for future use.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical review and helping shape implementation planning tasks.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with backend planning and overall setup review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining the frontend direction and possible structure for the chat interface.
- What is planned to be done until the next scrum meeting?
 - Continue exploring how the UI should be organized for the MVP.
- What are the hurdles?
 - N/A

Anya Assing:

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

- Continued refining chatbot response expectations and the prompt direction for student advising.
- What is planned to be done until the next scrum meeting?
 - Keep clarifying prompt structure and how the AI should behave in advising conversations.
- What are the hurdles?
 - N/A

01.23.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued interviews with students and advisors and researched tradeoffs between possible AI model APIs.
- What is planned to be done until the next scrum meeting?
 - Continue interviews with students and advisors and research possible AI model options for the MVP.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued organizing advising resources and documenting interview-based findings for future use.
- What is planned to be done until the next scrum meeting?
 - Carry organized resource notes into the next sprint and continue documentation support.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued helping with technical review and implementation planning support.
- What is planned to be done until the next scrum meeting?
 - Continue supporting technical planning tasks in the next sprint.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued thinking through the frontend structure and possible interface layout for the system.
- What is planned to be done until the next scrum meeting?
 - Move forward with frontend planning tasks in the next sprint.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the AI prompt direction and the chatbot's response role for student advising.
- What is planned to be done until the next scrum meeting?
 - Carry prompt planning work into the next sprint and continue improving response expectations.
- What are the hurdles?
 - N/A

01.25.26 Sprint Retrospective Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes
- Did we do a good job estimating the points (time required) for each user story?
 - Yes
- Did each team member work as scheduled?
 - Yes

What went right?

- The team made good progress on early research, planning, and requirement gathering.
- Advisor and student interviews helped clarify project direction.
- Initial prompt, documentation, backend planning, and frontend planning tasks were started successfully.

How to address the issues in the next sprint?

- How to improve the process?
 - Continue organizing requirements and project materials so implementation can move forward more smoothly.
- How to improve the product?
 - Use the research and interview findings to better guide the chatbot design, resource organization, and technical implementation in the next sprint.

01.25.26 Sprint Review Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners: All.

- User Story 1: Conduct interviews with students and advisors to gather advising requirements
- User Story 2: Research AI response model options and possible tech stack for MVP
- User Story 3: Begin planning chatbot structure, response behavior, and project architecture

- User Story 4: Organize collected resources and project notes into a centralized document
- User Story 5: Explore frontend layout and initial UI structure for the chat system

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- User Story None
- How this should be reflected on the user story definition in Mingle:
 - Mark the initial research, resource collection, prompt planning, and frontend planning stories as completed.
 - Carry forward more detailed implementation stories into the next sprint based on the completed planning work.

01.26.26 Sprint Planning Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After discussion, the velocity of the team was estimated to be 13 story points.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- User Story 1: Finalize backend architecture and AI integration approach
- User Story 2: Continue organizing advising resources and supporting documentation
- User Story 3: Refine chatbot prompt behavior and response expectations
- User Story 4: Begin implementing frontend structure for the chat interface
- User Story 5: Continue technical review for backend support and data handling

The team members indicated their willingness to work on the following user stories.

- Dabian Garnica
 - User Story 1: Finalize backend architecture and AI integration approach
 - User Story 5: Continue technical review for backend support and data handling
 - User Story 3: Refine chatbot prompt behavior and response expectations
- Scarlett Herrera
 - User Story 2: Continue organizing advising resources and supporting documentation

- User Story 3: Refine chatbot prompt behavior and response expectations
- User Story 5: Continue technical review for backend support and data handling
- Gabriela Saldana
 - User Story 5: Continue technical review for backend support and data handling
 - User Story 2: Continue organizing advising resources and supporting documentation
 - User Story 1: Finalize backend architecture and AI integration approach
- Fernando Azanza
 - User Story 4: Begin implementing frontend structure for the chat interface
 - User Story 1: Finalize backend architecture and AI integration approach
 - User Story 5: Continue technical review for backend support and data handling
- Anya Assing
 - User Story 3: Refine chatbot prompt behavior and response expectations
 - User Story 2: Continue organizing advising resources and supporting documentation
 - User Story 1: Finalize backend architecture and AI integration approach

01.26.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Started designing Frontend UI on Figma based off researched requirements
- What is planned to be done until the next scrum meeting?
 - Continue developing frontend wireframes for product MVP
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- 3
- What was done since the last scrum meeting?
 - Continued organizing collected advising resources and expanding project documentation notes.
- What is planned to be done until the next scrum meeting?
 - Keep improving the centralized resource document and prepare it for future markdown conversion.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting backend planning and reviewing how project information should be organized technically.
- What is planned to be done until the next scrum meeting?
 - Keep helping with technical planning and implementation support tasks.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Began focusing more closely on the frontend structure and possible chat interface layout.
- What is planned to be done until the next scrum meeting?
 - Continue shaping the frontend organization for the MVP.
- What are the hurdles?
 - N/A

Anya Assing:

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

- Continued refining the chatbot prompt direction and defining how response behavior should work.
- What is planned to be done until the next scrum meeting?
 - Keep improving prompt expectations and response structure for advising scenarios.
- What are the hurdles?
 - N/A

01.27.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued designing Frontend UI on Figma based off researched requirements
- What is planned to be done until the next scrum meeting?
 - Continue developing frontend wireframes for product MVP
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Expanded the centralized resource notes and continued organizing advising-related information.
- What is planned to be done until the next scrum meeting?
 - Continue improving the documentation base and preparing information for later formatting.
- What are the hurdles?
 - N/A

Gabriela Saldana:

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

- 3
- What was done since the last scrum meeting?
 - Continued reviewing technical support needs and helping organize backend-related planning tasks.
- What is planned to be done until the next scrum meeting?
 - Support continued backend planning and implementation review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on early frontend planning for the chat system and refined possible interface layout ideas.
- What is planned to be done until the next scrum meeting?
 - Continue preparing for frontend implementation work.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining how the chatbot should answer student questions and how responses should be structured.
- What is planned to be done until the next scrum meeting?
 - Build on the prompt direction and continue clarifying chatbot behavior.
- What are the hurdles?
 - N/A

01.28.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Finished designing Frontend UI wireframes on Figma based off researched requirements
- What is planned to be done until the next scrum meeting?
 - Add animations to wireframe in order to have demo of data / workflow for end user based off requirements
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued organizing advising resources and strengthening the project's documentation notes.
- What is planned to be done until the next scrum meeting?
 - Prepare the gathered information for later conversion into cleaner documentation formats.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting implementation planning and technical review for backend-related work.
- What is planned to be done until the next scrum meeting?
 - Keep helping with backend review and setup planning.
- What are the hurdles?
 - N/A

Fernando Azanza:

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

- What was done since the last scrum meeting?
 - Continued reviewing frontend structure and possible chat layout for the MVP.
- What is planned to be done until the next scrum meeting?
 - Keep refining the frontend direction and plan initial UI implementation.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining prompt ideas and further defining the chatbot's advising role.
- What is planned to be done until the next scrum meeting?
 - Continue improving the prompt structure and response expectations.
- What are the hurdles?
 - N/A

01.29.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Added animations to wireframe in order to have demo of data / workflow for end user based off requirements
- What is planned to be done until the next scrum meeting?
 - Continue working on figma animations for wireframes
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- Continued building out organized resource notes and preserving advising-related information for the team.
- What is planned to be done until the next scrum meeting?
 - Continue preparing project resources for future structured documentation.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued reviewing technical requirements and helping support planning for backend functionality.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with implementation planning and technical review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining the frontend direction and possible organization of the chat interface.
- What is planned to be done until the next scrum meeting?
 - Continue planning the frontend layout and preparation for implementation.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued improving prompt direction and clarifying how the chatbot should handle advising responses.
- What is planned to be done until the next scrum meeting?
 - Keep refining the prompt structure for better response consistency.

- What are the hurdles?
 - N/A

01.30.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Finished adding animations to wireframe in order to have demo of data / workflow for end user based off requirements
- What is planned to be done until the next scrum meeting?
 - Research papers sent by gabby to understand RAG functionality for use in AI responses
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued expanding and organizing project resources and advising documentation notes.
- What is planned to be done until the next scrum meeting?
 - Carry the documentation and resource organization work into the next sprint.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical review and backend planning throughout the sprint.
- What is planned to be done until the next scrum meeting?

- Keep assisting with technical planning tasks in the next sprint.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining frontend planning and the early design direction for the interface.
- What is planned to be done until the next scrum meeting?
 - Move forward with frontend structure planning in the next sprint.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt direction and shaping how the AI should respond to students.
- What is planned to be done until the next scrum meeting?
 - Continue prompt planning and response-structure work in the next sprint.
- What are the hurdles?
 - N/A

02.02.26 Sprint Backlog Grooming Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

The following user stories were created/discussed/refined/prioritized.

- All user stories were completed.

The user stories below are completed.

- User Story 1: Continue backend architecture planning and AI integration research
- User Story 2: Expand and organize advising resources into structured documentation

- User Story 3: Refine chatbot prompt expectations and response behavior
- User Story 4: Continue planning frontend structure and chat interface layout
- User Story 5: Support technical review and project implementation planning

02.02.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued researching RAG models for use in responses from AI Advisor agent
- What is planned to be done until the next scrum meeting?
 - Research possible tech stack to use based off requirements set out during planning phase to create MVP of user-to-AI chat system
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued organizing collected resources and preparing advising-related information for future documentation.
- What is planned to be done until the next scrum meeting?
 - Keep expanding the centralized resource notes and add more detail to the project documentation.
- What are the hurdles?
 - N/A

Gabriela Saldana:

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

- Reviewed backend support needs and continued helping with technical planning for the project.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with backend planning and reviewing implementation needs.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining possible frontend layout and UI structure for the chat interface.
- What is planned to be done until the next scrum meeting?
 - Keep preparing for frontend implementation planning.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt direction and clarifying how the AI should respond to advising questions.
- What is planned to be done until the next scrum meeting?
 - Keep improving prompt structure and response expectations for the chatbot.
- What are the hurdles?
 - N/A

02.03.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

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

- Researched technologies for tech stack to use based off requirements set out during planning phase to create MVP of user-to-AI chat system
- What is planned to be done until the next scrum meeting?
 - Create a data flow diagram in Figma in order to display how data will move through the application using chosen technologies.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Expanded the centralized resource notes and continued organizing advising information for the team.
- What is planned to be done until the next scrum meeting?
 - Continue improving the documentation base and preserve more advising-related project resources.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed backend support needs and continued helping with technical planning for the project.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with backend planning and reviewing implementation needs.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining the frontend direction and considering possible chat layout organization.

- What is planned to be done until the next scrum meeting?
 - Continue preparing for frontend implementation of the chat system.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued shaping prompt behavior and clarifying the chatbot's advising role.
- What is planned to be done until the next scrum meeting?
 - Keep refining how the AI should answer student questions in different advising situations.
- What are the hurdles?
 - N/A

02.04.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Created a data flow diagram in Figma in order to display how data will move through the application using chosen technologies.
- What is planned to be done until the next scrum meeting?
 - Research trade offs between APIS for models like Open AI Gpt-4o and Claude Sonnet as well as OpenAI embeddings vs Voyage for vector embeddings
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- Continued organizing project resources and maintaining advising-related notes for later documentation.
- What is planned to be done until the next scrum meeting?
 - Keep improving the project resource document and strengthen documentation support.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed backend support needs and continued helping with technical planning for the project.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with backend planning and reviewing implementation needs.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refined ideas for the frontend structure and continued preparing for UI implementation.
- What is planned to be done until the next scrum meeting?
 - Keep working on frontend planning for the chat interface.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on clarifying prompt expectations and the structure of chatbot responses.
- What is planned to be done until the next scrum meeting?
 - Continue improving prompt behavior and response consistency.

- What are the hurdles?
 - N/A

02.05.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Researched trade offs between APIS for models like Open AI Gpt-4o and Claude Sonnet as well as OpenAI embeddings vs Voyage for vector embeddings. OpenAI was chosen for cost effectiveness and compatibility with C# semantic Kernel.
- What is planned to be done until the next scrum meeting?
 - Research semantic kernel library (C#) for ease of connection between OpenAI API and possible RAG plugins
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued improving resource organization and maintaining collected advising notes.
- What is planned to be done until the next scrum meeting?
 - Continue expanding the documentation base and preparing for more formal documentation work.
- What are the hurdles?
 - N/A

Gabriela Saldana:

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

- What was done since the last scrum meeting?
 - Continued supporting backend planning and helping review implementation support tasks.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with technical review and setup planning.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued preparing for frontend implementation and refining the possible interface direction.
- What is planned to be done until the next scrum meeting?
 - Keep shaping the frontend organization for the MVP.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt and defining more specific response expectations.
- What is planned to be done until the next scrum meeting?
 - Keep improving how the chatbot should handle advising-related responses.
- What are the hurdles?
 - N/A

02.06.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

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

- 3
- What was done since the last scrum meeting?
 - Research semantic kernel library (C#) for ease of connection between OpenAI API and possible RAG plugins
- What is planned to be done until the next scrum meeting?
 - Continue researching semantic kernel library (C#) for ease of connection between OpenAI API and possible RAG plugins
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued expanding the advising resource notes and preserving organized project documentation.
- What is planned to be done until the next scrum meeting?
 - Carry documentation and resource organization work into the next sprint.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting backend planning and helping review implementation support tasks.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with technical review and setup planning.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued frontend planning and reviewed progress on early interface direction.

- What is planned to be done until the next scrum meeting?
 - Carry frontend planning work into the next sprint and continue preparing for implementation.
- What are the hurdles?
 - N/A

Any Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt direction and response expectations through the sprint.
- What is planned to be done until the next scrum meeting?
 - Carry prompt-planning work into the next sprint and continue improving chatbot behavior.
- What are the hurdles?
 - N/A

02.08.26 Sprint Retrospective Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes
- Did we do a good job estimating the points (time required) for each user story?
 - Yes
- Did each team member work as scheduled?
 - Yes

What went right?

- The team continued making steady progress in planning, research, documentation, and frontend/backend direction.

- Project resources became more organized and prompt behavior became more clearly defined.

How to address the issues in the next sprint?

- How to improve the process?
 - Keep building on the planning work already completed so the team can move more smoothly into implementation.
- How to improve the product?
 - Use the improved documentation, frontend planning, backend planning, and prompt structure to support more concrete feature development in the next sprint.

02.08.26 Sprint Review Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners: All.

- User Story 1: Continue backend architecture planning and AI integration research
- User Story 2: Expand and organize advising resources into structured documentation
- User Story 3: Refine chatbot prompt expectations and response behavior
- User Story 4: Continue planning frontend structure and chat interface layout
- User Story 5: Support technical review and project implementation planning

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- User Story None
- How this should be reflected on the user story definition in Mingle:
 - Mark the sprint's backend planning, documentation, prompt refinement, frontend planning, and technical review stories as completed.
 - Use these completed stories to support more implementation-focused work in the next sprint.

02.09.26 Sprint Planning Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After discussion, the velocity of the team was estimated to be 13 story points.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- User Story 1: Continue backend design and prepare for implementation of core chat services
 - User Story 2: Improve and organize advising resources for future use in the project knowledge base
 - User Story 3: Refine chatbot prompt behavior and expected response structure
 - User Story 4: Continue frontend planning and begin preparing chat interface components
 - User Story 5: Support technical review and implementation planning across the system

The team members indicated their willingness to work on the following user stories.

- Dabian Garnica
 - User Story 1: Continue backend design and prepare for implementation of core chat services
 - User Story 5: Support technical review and implementation planning across the system
 - User Story 3: Refine chatbot prompt behavior and expected response structure
- Scarlett Herrera
 - User Story 2: Improve and organize advising resources for future use in the project knowledge base
 - User Story 3: Refine chatbot prompt behavior and expected response structure
 - User Story 5: Support technical review and implementation planning across the system
- Gabriela Saldana
 - User Story 5: Support technical review and implementation planning across the system
 - User Story 2: Improve and organize advising resources for future use in the project knowledge base
 - User Story 1: Continue backend design and prepare for implementation of core chat services
- Fernando Azanza

- User Story 4: Continue frontend planning and begin preparing chat interface components
 - User Story 1: Continue backend design and prepare for implementation of core chat services
 - User Story 5: Support technical review and implementation planning across the system
- Anya Assing
 - User Story 3: Refine chatbot prompt behavior and expected response structure
 - User Story 2: Improve and organize advising resources for future use in the project knowledge base
 - User Story 1: Continue backend design and prepare for implementation of core chat services

02.09.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Plan project architecture for backend and frontend considering modularity, reliability and extensibility.
- What is planned to be done until the next scrum meeting?
 - Continue planning project architecture for backend and frontend
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued improving the advising resource notes and organizing project information for future documentation.
- What is planned to be done until the next scrum meeting?

- Keep expanding the centralized resource document and preparing it for more formal formatting later.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued reviewing implementation needs and helping support technical planning for the project.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with technical review and project setup planning.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining frontend planning and early chat interface ideas for the application.
- What is planned to be done until the next scrum meeting?
 - Begin preparing for implementation of initial frontend chat components.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining chatbot prompt behavior and clarifying the expected response structure.
- What is planned to be done until the next scrum meeting?
 - Keep improving prompt consistency and define how the chatbot should respond in advising scenarios.
- What are the hurdles?

- N/A

02.10.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Planned project architecture for backend and frontend considering modularity, reliability and extensibility.
- What is planned to be done until the next scrum meeting?
 - Continue planning project architecture for backend and frontend
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Expanded the centralized resource notes and continued organizing advising-related references for the team.
- What is planned to be done until the next scrum meeting?
 - Continue strengthening the documentation base and preserving useful project resources.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued reviewing implementation needs and helping support technical planning for the project.
- What is planned to be done until the next scrum meeting?

- Keep assisting with technical review and project setup planning.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on planning the frontend structure and refining ideas for the chat page layout.
- What is planned to be done until the next scrum meeting?
 - Continue preparing for frontend implementation and organizing UI components.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining prompt expectations and the structure the chatbot should follow in its responses.
- What is planned to be done until the next scrum meeting?
 - Continue improving prompt behavior and response formatting expectations.
- What are the hurdles?
 - N/A

02.11.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

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

- Architected server and client system design including Controllers, Services and Models for backend as well as Components, Hooks and Pages architecture supported by React and ReactRouter
- What is planned to be done until the next scrum meeting?
 - Design system to take in user's Panther Degree Audit, parse the audit and turn the information into a Json object for context for the AI model
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued organizing collected advising resources and maintaining documentation notes for future project use.
- What is planned to be done until the next scrum meeting?
 - Keep improving the resource document and prepare information for eventual markdown formatting.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued reviewing implementation needs and helping support technical planning for the project.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with technical review and project setup planning.
- What are the hurdles?
 - N/A

Fernando Azanza:

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

- Refined early UI ideas and continued preparing the frontend direction for implementation.
- What is planned to be done until the next scrum meeting?
 - Keep shaping the frontend organization and possible chat interface structure.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued shaping the chatbot prompt direction and defining clearer advising-response expectations.
- What is planned to be done until the next scrum meeting?
 - Keep refining prompt structure and how the chatbot should behave in student interactions.
- What are the hurdles?
 - N/A

02.12.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued designing system to take in user's Panther Degree Audit, parse the audit and turn the information into a Json object for context for the AI model
- What is planned to be done until the next scrum meeting?
 - Implement system to take in user's Panther Degree Audit, parse the audit and turn the information into a Json object for context for the AI model
- What are the hurdles?
 -

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued building out documentation support by preserving and organizing advising-related project resources.
- What is planned to be done until the next scrum meeting?
 - Continue improving resource organization and documentation materials.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical planning and reviewing project setup needs for the backend.
- What is planned to be done until the next scrum meeting?
 - Keep helping with implementation planning and backend review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued frontend planning and reviewed how the chat interface should be organized visually.
- What is planned to be done until the next scrum meeting?
 - Keep preparing the frontend direction for future implementation work.
- What are the hurdles?
 - N/A

Anya Assing:

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

- Continued refining chatbot response expectations and planning how the AI should answer advising-related questions.
- What is planned to be done until the next scrum meeting?
 - Continue improving prompt clarity and response consistency.
- What are the hurdles?
 - N/A

02.13.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Created AuditParserService and AuditParserController in order to take in a user's FIU Degree Audit and create an Audit json object to serve to the model as context when answering audit related questions
- What is planned to be done until the next scrum meeting?
 - Design and implement feature to be able to take FIU CS flowchart and convert information in flowchart into JSON object
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued expanding the advising resource base and organizing project notes for documentation.
- What is planned to be done until the next scrum meeting?
 - Carry the documentation and resource-organization work into the next sprint.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical planning and reviewing project setup needs for the backend.
- What is planned to be done until the next scrum meeting?
 - Keep helping with implementation planning and backend review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed progress on frontend planning and continued preparing for UI implementation in a later sprint.
- What is planned to be done until the next scrum meeting?
 - Carry frontend planning work into the next sprint and continue refining interface ideas.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt direction and improving how the AI's advising role is defined.
- What is planned to be done until the next scrum meeting?
 - Carry prompt-planning work into the next sprint and continue improving response behavior.
- What are the hurdles?
 - N/A

02.16.26 Sprint Backlog Grooming Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

The following user stories were created/discussed/refined/prioritized.

- All user stories were completed.

The user stories below are completed.

- User Story 1: Continue backend design and implementation planning for chat services
- User Story 2: Expand and structure advising resources for later project use
- User Story 3: Refine chatbot prompt behavior and response consistency
- User Story 4: Continue frontend planning and prepare for UI implementation
- User Story 5: Support technical review and project integration planning

02.16.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued designing feature to be able to take FIU CS flowchart and convert information in flowchart into JSON object
- What is planned to be done until the next scrum meeting?
 - Continue designing feature to be able to take FIU CS flowchart and convert information in flowchart into JSON object
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued organizing advising resources and expanding project documentation notes for future use.
- What is planned to be done until the next scrum meeting?

- Keep improving the centralized resource document and preparing information for structured documentation.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting backend planning and reviewing project setup for future implementation.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with backend review and technical setup planning.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining frontend planning and reviewing possible layout ideas for the chat interface.
- What is planned to be done until the next scrum meeting?
 - Keep preparing for UI implementation and frontend structure work.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining chatbot prompt behavior and clarifying expected advising-response patterns.
- What is planned to be done until the next scrum meeting?
 - Keep improving prompt consistency and define clearer response expectations.
- What are the hurdles?
 - N/A

02.17.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Created AuditParserService and AuditParserController in order to take in a user's FIU Degree Audit and create an Audit json object to serve to the model as context when answering audit related questions
- What is planned to be done until the next scrum meeting?
 - Add ChatPage.tsx component to serve as main chat page where users can interact with the AI advisor model
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Expanded the centralized resource notes and continued organizing advising-related information for the team.
- What is planned to be done until the next scrum meeting?
 - Continue strengthening the documentation base and preserving useful project resources.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting backend planning and reviewing project setup for future implementation.

- What is planned to be done until the next scrum meeting?
 - Keep assisting with backend review and technical setup planning.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining frontend direction and planning the structure of the chat page.
- What is planned to be done until the next scrum meeting?
 - Continue preparing for frontend implementation and organizing UI components.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining prompt expectations and the structure the chatbot should follow in responses.
- What is planned to be done until the next scrum meeting?
 - Continue improving prompt behavior and response formatting expectations.
- What are the hurdles?
 - N/A

02.18.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Added ChatPage.tsx component to hold features and components as displayed on wireframes created on figma

- What is planned to be done until the next scrum meeting?
 - Create Sidebar for ChatPage.tsx
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued organizing collected advising resources and maintaining documentation notes for later project use.
- What is planned to be done until the next scrum meeting?
 - Keep improving the resource document and preparing information for eventual markdown formatting.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting backend planning and reviewing project setup for future implementation.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with backend review and technical setup planning.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refined early UI ideas and continued shaping the frontend direction for implementation.
- What is planned to be done until the next scrum meeting?
 - Keep refining the frontend organization and possible chat interface structure.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued shaping the chatbot prompt direction and defining clearer advising-response expectations.
- What is planned to be done until the next scrum meeting?
 - Keep refining prompt structure and how the chatbot should behave in student interactions.
- What are the hurdles?
 - N/A

02.19.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Created Sidebar.tsx in order to allow users to create a new chat and also provide students with FIU resources (direct links)
- What is planned to be done until the next scrum meeting?
 - Add functionality to call OpenAI API in order to send messages to model and gather response to post on frontend.
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued building out documentation support by preserving and organizing advising-related project resources.
- What is planned to be done until the next scrum meeting?

- Continue improving resource organization and documentation materials.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical planning and reviewing how backend components should be organized.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with backend planning and setup review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued frontend planning and reviewed how the chat interface should be organized visually.
- What is planned to be done until the next scrum meeting?
 - Keep preparing the frontend direction for future implementation work.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining chatbot response expectations and planning how the AI should answer advising-related questions.
- What is planned to be done until the next scrum meeting?
 - Continue improving prompt clarity and response consistency.
- What are the hurdles?
 - N/A

02.20.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Created InputBox.tsx to allow users to add a message to send to AI model as well as attach documents for added context
- What is planned to be done until the next scrum meeting?
 - Continue implementing feature to allow users to send messages to model
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued expanding the advising resource base and organizing project notes for documentation.
- What is planned to be done until the next scrum meeting?
 - Carry the documentation and resource-organization work into the next sprint.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical planning and reviewing how backend components should be organized.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with backend planning and setup review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed progress on frontend planning and continued preparing for UI implementation in a later sprint.
- What is planned to be done until the next scrum meeting?
 - Carry frontend planning work into the next sprint and continue refining interface ideas.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt direction and improving how the AI's advising role is defined.
- What is planned to be done until the next scrum meeting?
 - Carry prompt-planning work into the next sprint and continue improving response behavior.
- What are the hurdles?
 - N/A

02.22.26 Sprint Retrospective Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes
- Did we do a good job estimating the points (time required) for each user story?
 - Yes
- Did each team member work as scheduled?
 - Yes

What went right?

- The team continued making steady progress in planning, documentation, prompt refinement, and frontend/backend preparation.
- Project resources became more organized and the chatbot response direction became more clearly defined.

How to address the issues in the next sprint?

- How to improve the process?
 - Continue building on the planning and documentation work already completed so implementation can move forward more efficiently.
- How to improve the product?
 - Use the improved documentation, frontend planning, backend planning, and prompt structure to support more concrete feature development in the next sprint.

02.22.26 Sprint Review Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners: All.

- User Story 1: Continue backend design and implementation planning for chat services
- User Story 2: Expand and structure advising resources for later project use
- User Story 3: Refine chatbot prompt behavior and response consistency
- User Story 4: Continue frontend planning and prepare for UI implementation
- User Story 5: Support technical review and project integration planning

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- User Story None
 - How this should be reflected on the user story definition in Mingle:
 - Mark the sprint's backend planning, documentation refinement, prompt work, frontend planning, and technical review stories as completed.
 - Use these completed stories to support more concrete implementation tasks in the next sprint.

03.02.26 Sprint Planning Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After discussion, the velocity of the team was estimated to be 14 story points.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- User Story 1: Continue backend implementation planning and service architecture refinement
- User Story 2: Improve documentation and organize advising resources for project use
- User Story 3: Refine chatbot prompt behavior and response consistency for advising scenarios
- User Story 4: Continue frontend planning and prepare the chat interface structure
- User Story 5: Support technical review and integration planning across the system

The team members indicated their willingness to work on the following user stories.

- Dabian Garnica
 - User Story 1: Continue backend implementation planning and service architecture refinement
 - User Story 5: Support technical review and integration planning across the system
 - User Story 3: Refine chatbot prompt behavior and response consistency for advising scenarios
- Scarlett Herrera
 - User Story 2: Improve documentation and organize advising resources for project use
 - User Story 3: Refine chatbot prompt behavior and response consistency for advising scenarios
 - User Story 5: Support technical review and integration planning across the system
- Gabriela Saldana
 - User Story 5: Support technical review and integration planning across the system
 - User Story 2: Improve documentation and organize advising resources for project use

- User Story 1: Continue backend implementation planning and service architecture refinement
- Fernando Azanza
 - User Story 4: Continue frontend planning and prepare the chat interface structure
 - User Story 1: Continue backend implementation planning and service architecture refinement
 - User Story 5: Support technical review and integration planning across the system
- Anya Assing
 - User Story 3: Refine chatbot prompt behavior and response consistency for advising scenarios
 - User Story 2: Improve documentation and organize advising resources for project use
 - User Story 1: Continue backend implementation planning and service architecture refinement

03.02.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Created ChatController and ChatService in order to call OpenAI API in order to send request containing user message to gpt-4o model and retrieve response
- What is planned to be done until the next scrum meeting?
 - Add hook to send messages and create message thread in order to send and get a response from OpenAI API
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- Continued organizing advising resources and expanding project documentation notes for future use.
- What is planned to be done until the next scrum meeting?
 - Keep improving the centralized resource document and preparing information for structured documentation.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical review and helped organize backend implementation planning.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with system integration planning and backend review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining frontend planning and reviewing possible layout ideas for the chat interface.
- What is planned to be done until the next scrum meeting?
 - Keep preparing for UI implementation and frontend structure work.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining chatbot prompt behavior and clarifying expected advising-response patterns.
- What is planned to be done until the next scrum meeting?

- Keep improving prompt consistency and define clearer response expectations.
- What are the hurdles?
 - N/A

03.03.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Built useMessages Hook in order to send and get a response from OpenAI API when sending a message
- What is planned to be done until the next scrum meeting?
 - Add backend functionality call to InputBox.tsx in order to call ChatController
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Expanded the centralized resource notes and continued organizing advising-related information for the team.
- What is planned to be done until the next scrum meeting?
 - Continue strengthening the documentation base and preserving useful project resources.
- What are the hurdles?
 - N/A

Gabriela Saldana:

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

- Continued supporting technical review and helped organize backend implementation planning.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with system integration planning and backend review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining frontend direction and planning the structure of the chat page.
- What is planned to be done until the next scrum meeting?
 - Continue preparing for frontend implementation and organizing UI components.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining prompt expectations and the structure the chatbot should follow in responses.
- What is planned to be done until the next scrum meeting?
 - Continue improving prompt behavior and response formatting expectations.
- What are the hurdles?
 - N/A

03.04.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

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

- Routed backend functionality in InputBox.tsx to call ChatController from frontend, allowing user to send message through use of useChatMessages hook
- What is planned to be done until the next scrum meeting?
 - Add functionality to be able to attach png, jpeg and pngs as context to get responses from Advisor AI model
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued organizing collected advising resources and maintaining documentation notes for later project use.
- What is planned to be done until the next scrum meeting?
 - Keep improving the resource document and preparing information for eventual markdown formatting.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical review and helped organize backend implementation planning.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with system integration planning and backend review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refined early UI ideas and continued shaping the frontend direction for implementation.

- What is planned to be done until the next scrum meeting?
 - Keep refining the frontend organization and possible chat interface structure.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued shaping the chatbot prompt direction and defining clearer advising-response expectations.
- What is planned to be done until the next scrum meeting?
 - Keep refining prompt structure and how the chatbot should behave in student interactions.
- What are the hurdles?
 - N/A

03.05.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Added functionality to attach png, jpeg and pngs using InputBox.tsx and a FileUploadPopover.tsx component to allow users to add attachments
- What is planned to be done until the next scrum meeting?
 - Add a preview component in order to allow user to see preview of file they upload, also allowing for confirmation of submission
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- What was done since the last scrum meeting?
 - Continued building out documentation support by preserving and organizing advising-related project resources.
- What is planned to be done until the next scrum meeting?
 - Continue improving resource organization and documentation materials.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting backend planning and helping review project integration needs.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with implementation planning and system review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued frontend planning and reviewed how the chat interface should be organized visually.
- What is planned to be done until the next scrum meeting?
 - Keep preparing the frontend direction for future implementation work.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining chatbot response expectations and planning how the AI should answer advising-related questions.
- What is planned to be done until the next scrum meeting?

- Continue improving prompt clarity and response consistency.
- What are the hurdles?
 - N/A

03.06.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Added FilePreview.tsx component to show user a preview of the file they uploaded before hitting send
- What is planned to be done until the next scrum meeting?
 - Update useMessages hook in order to create actual list of agent and user messages that can later be stored as chat history for model context
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued expanding the advising resource base and organizing project notes for documentation.
- What is planned to be done until the next scrum meeting?
 - Carry the documentation and resource-organization work into the next sprint.
- What are the hurdles?
 - N/A

Gabriela Saldana:

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

- Continued supporting backend planning and helping review project integration needs.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with implementation planning and system review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed progress on frontend planning and continued preparing for UI implementation in a later sprint.
- What is planned to be done until the next scrum meeting?
 - Carry frontend planning work into the next sprint and continue refining interface ideas.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt direction and improving how the AI's advising role is defined.
- What is planned to be done until the next scrum meeting?
 - Carry prompt-planning work into the next sprint and continue improving response behavior.
- What are the hurdles?
 - N/A

03.09.26 Sprint Backlog Grooming Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

The following user stories were created/discussed/refined/prioritized.

- All user stories were completed.

The user stories below are completed.

- User Story 1: Continue backend implementation planning and technical review for chat services
- User Story 2: Improve documentation and organize advising resources for project use
- User Story 3: Refine chatbot prompt behavior and response consistency for advising scenarios
- User Story 4: Continue frontend planning and prepare the chat interface structure
- User Story 5: Support system integration planning and overall implementation review

03.09.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Updated useChatMessages hook to create a list of chat messages including user and AI messages that can then be posted on the frontend creating a "Chat" interface
- What is planned to be done until the next scrum meeting?
 - Research how to use Redis in order to temporarily store chat history
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued improving documentation materials and organizing advising-related resources for the project.
- What is planned to be done until the next scrum meeting?
 - Keep strengthening the documentation base and preparing resources for later presentation.

- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical review and helping organize backend implementation planning.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with system integration planning and backend support.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued reviewing frontend planning and shaping the chat interface direction.
- What is planned to be done until the next scrum meeting?
 - Keep preparing for frontend implementation and refining UI structure.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt direction and the expected structure of advising responses.
- What is planned to be done until the next scrum meeting?
 - Keep improving prompt consistency and response formatting behavior.
- What are the hurdles?
 - N/A

03.10.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Researched how to use Redis Cache and created Cache within Redis Insights in order to store Chat History
- What is planned to be done until the next scrum meeting?
 - Work on functionality to add Chat History of AI Messages and User Messages in Redis Cache
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Expanded organized resource notes and continued improving documentation support for the team.
- What is planned to be done until the next scrum meeting?
 - Continue preparing documentation materials and preserving project resources.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical review and helping organize backend implementation planning.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with system integration planning and backend support.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refined frontend planning and reviewed possible structure for the chat page layout.
- What is planned to be done until the next scrum meeting?
 - Continue organizing frontend ideas and preparing for UI implementation.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining prompt expectations and clarifying how the chatbot should answer advising questions.
- What is planned to be done until the next scrum meeting?
 - Continue improving prompt behavior and expected response structure.
- What are the hurdles?
 - N/A

03.11.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Added functionality of chat history by using a Redis Cache to temporarily store both user and AI messages to maintain context during user conversations held within RedisChatHistoryStore.cs
- What is planned to be done until the next scrum meeting?
 - Clean up edge case where system prompt gets added to chat history instead of only user and AI messages

- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued organizing collected advising resources and maintaining project documentation notes.
- What is planned to be done until the next scrum meeting?
 - Keep improving the resource document and preparing information for presentation materials.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting technical review and helping organize backend implementation planning.
- What is planned to be done until the next scrum meeting?
 - Keep assisting with system integration planning and backend support.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining the frontend direction and shaping possible chat interface organization.
- What is planned to be done until the next scrum meeting?
 - Continue preparing for frontend implementation and UI refinement.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued shaping the chatbot prompt direction and defining clearer response expectations.
- What is planned to be done until the next scrum meeting?
 - Keep refining prompt structure and improving chatbot consistency.
- What are the hurdles?
 - N/A

03.12.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Updated Audit object with toString to allow ChatService to use Audit Context when sending message to AI. Fixed edge case in Redis
- What is planned to be done until the next scrum meeting?
 - Create unit tests for existing controller and services
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued building out documentation support and organizing advising-related project resources.
- What is planned to be done until the next scrum meeting?
 - Continue improving documentation materials and centralizing useful project information.
- What are the hurdles?

- N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting backend planning and helping review integration needs across the project.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with technical planning and system review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued frontend planning and reviewed visual organization for the chat interface.
- What is planned to be done until the next scrum meeting?
 - Keep preparing the frontend direction for future implementation work.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining chatbot response expectations and planning how the AI should behave in advising scenarios.
- What is planned to be done until the next scrum meeting?
 - Continue improving prompt clarity and response consistency.
- What are the hurdles?
 - N/A

03.13.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Added unit tests for existing controllers and services within the codebase. Also updated Audit object with toString to allow ChatService to use Audit Context when sending message to AI
- What is planned to be done until the next scrum meeting?
 - Look at existing Github issue backlog and complete a ticket
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued expanding the advising resource base and organizing project notes for documentation and presentation.
- What is planned to be done until the next scrum meeting?
 - Carry the documentation and resource-organization work into the next sprint.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued supporting backend planning and helping review integration needs across the project.
- What is planned to be done until the next scrum meeting?
 - Continue assisting with technical planning and system review.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed progress on frontend planning and continued preparing for later implementation.
- What is planned to be done until the next scrum meeting?
 - Carry frontend planning work into the next sprint and continue refining interface ideas.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt direction and improving how the AI's advising role is defined.
- What is planned to be done until the next scrum meeting?
 - Carry prompt-planning work into the next sprint and continue improving response behavior.
- What are the hurdles?
 - N/A

03.15.26 Sprint Retrospective Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes
- Did we do a good job estimating the points (time required) for each user story?
 - Yes
- Did each team member work as scheduled?
 - Yes

What went right?

- The team continued making steady progress in prompt refinement, documentation, frontend planning, and backend review.
- Project materials were better organized and the chatbot response direction became more clearly defined.

How to address the issues in the next sprint?

- How to improve the process?
 - Keep building on the planning and documentation work already completed so implementation and testing can move forward more efficiently.
- How to improve the product?
 - Use the improved documentation, frontend planning, backend planning, and prompt structure to support more concrete testing and feature development in the next sprint.

03.15.26 Sprint Review Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners: All.

- User Story 1: Continue backend implementation planning and technical review for chat services
- User Story 2: Improve documentation and organize advising resources for project use
- User Story 3: Refine chatbot prompt behavior and response consistency for advising scenarios
- User Story 4: Continue frontend planning and prepare the chat interface structure
- User Story 5: Support system integration planning and overall implementation review

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- User Story None
 - How this should be reflected on the user story definition in Mingle:

- Mark the sprint's documentation work, frontend planning, prompt refinement, backend planning, and integration review stories as completed.
- Use these completed stories to support more concrete testing and implementation work in the next sprint.

03.16.26 Sprint Planning Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After discussion, the velocity of the team was estimated to be 15 story points.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- User Story 1: Test embeddings and improve retrieval quality for chatbot responses
- User Story 2: Refine chatbot prompt behavior and response formatting
- User Story 3: Continue improving project documentation and organized resources
- User Story 4: Continue frontend updates for landing page and chat experience
- User Story 5: Review audit-based advising output and identify remaining issues

The team members indicated their willingness to work on the following user stories.

- Dabian Garnica
 - User Story 1: Test embeddings and improve retrieval quality for chatbot responses
 - User Story 4: Continue frontend updates for landing page and chat experience
 - User Story 5: Review audit-based advising output and identify remaining issues
- Scarlett Herrera
 - User Story 3: Continue improving project documentation and organized resources
 - User Story 5: Review audit-based advising output and identify remaining issues
 - User Story 1: Test embeddings and improve retrieval quality for chatbot responses
- Gabriela Saldana
 - User Story 1: Test embeddings and improve retrieval quality for chatbot responses
 - User Story 5: Review audit-based advising output and identify remaining issues

- User Story 3: Continue improving project documentation and organized resources
- Fernando Azanza
 - User Story 4: Continue frontend updates for landing page and chat experience
 - User Story 5: Review audit-based advising output and identify remaining issues
 - User Story 1: Test embeddings and improve retrieval quality for chatbot responses
- Anya Assing
 - User Story 2: Refine chatbot prompt behavior and response formatting
 - User Story 3: Continue improving project documentation and organized resources
 - User Story 5: Review audit-based advising output and identify remaining issues

03.16.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refactored Home Page components into proper Components folder
- What is planned to be done until the next scrum meeting?
 - Add functionality for users to create a new chat using NewChatButton.tsx held inside Sidebar.tsx
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued improving documentation materials and organizing advising-related resources for the project.
- What is planned to be done until the next scrum meeting?

- Keep strengthening the documentation base and preparing resources for later presentation.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Began focusing more on embeddings and retrieval-related work for improving chatbot context.
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings and reviewing how retrieval quality affects chatbot responses.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued reviewing frontend planning and shaping the chat interface direction.
- What is planned to be done until the next scrum meeting?
 - Keep preparing for frontend implementation and refining UI structure.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Continued refining the chatbot prompt direction and the expected structure of advising responses.
- What is planned to be done until the next scrum meeting?
 - Keep improving prompt consistency and response formatting behavior.
- What are the hurdles?
 - N/A

03.17.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Added functionality to create new chats through the use of react hooks and creating new Ids to serve as a new key (object) within Redis to separate chat history of each user
- What is planned to be done until the next scrum meeting?
 - Fix AuditParser bug that interferes with gathering all context necessary for AI model to answer audit related questions
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Expanded organized resource notes and continued improving documentation support for the team.
- What is planned to be done until the next scrum meeting?
 - Continue preparing documentation materials and preserving project resources.
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Began focusing more on embeddings and retrieval-related work for improving chatbot context.
- What is planned to be done until the next scrum meeting?

- Continue testing embeddings and reviewing how retrieval quality affects chatbot responses.
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refined frontend planning and reviewed possible structure for the chat page layout.
- What is planned to be done until the next scrum meeting?
 - Continue organizing frontend ideas and preparing for UI implementation.
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on refining prompt expectations and clarifying how the chatbot should answer advising questions.
- What is planned to be done until the next scrum meeting?
 - Continue improving prompt behavior and expected response structure.
- What are the hurdles?
 - N/A

03.18.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tried to resolve bug that was limiting functionality of audit parser service

- What is planned to be done until the next scrum meeting?
 - Update frontend to parse markdown passed in by AI to display non-plaintext
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Opened and Merged PR for Pinecone service and Embedding Service
- What is planned to be done until the next scrum meeting?
 - Work on adding resource content to embeddings in vector store
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Compiled resources for use in embeddings
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Developed frontend code for website landing page, including working media queries for mobile support
- What is planned to be done until the next scrum meeting?
 - Update UI for chat service to match theming in the landing page
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Wrote prompt to set context for AI model and describe its role, setting guidelines for specific JSON formatting
- What is planned to be done until the next scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What are the hurdles?
 - N/A

03.19.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Further explored audit parser bug
- What is planned to be done until the next scrum meeting?
 - Update frontend to parse markdown passed in by AI to display non-plaintext
- What are the hurdles?
 - Frontend can not be updated until Anya's prompt is written

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Opened and Merged PR for Pinecone service and Embedding Service
- What is planned to be done until the next scrum meeting?
 - Work on adding resource content to embeddings in vector store
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Compiled resources for use in embeddings
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Developed frontend code for website landing page, including working media queries for mobile support
- What is planned to be done until the next scrum meeting?
 - Update UI for chat service to match theming in the landing page
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Wrote prompt to set context for AI model and describe its role, setting guidelines for specific JSON formatting
- What is planned to be done until the next scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What are the hurdles?
 - N/A

03.20.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Further explored audit parser bug
- What is planned to be done until the next scrum meeting?
 - Update frontend to parse markdown passed in by AI to display non-plaintext
- What are the hurdles?
 - Frontend can not be updated until Anya's prompt is written

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Opened and Merged PR for Pinecone service and Embedding Service
- What is planned to be done until the next scrum meeting?
 - Work on adding resource content to embeddings in vector store
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Compiled resources for use in embeddings
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

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

- Developed frontend code for website landing page, including working media queries for mobile support
- What is planned to be done until the next scrum meeting?
 - Update UI for chat service to match theming in the landing page
- What are the hurdles?
 - N/A

Any Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Wrote prompt to set context for AI model and describe its role, setting guidelines for specific JSON formatting
- What is planned to be done until the next scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What are the hurdles?
 - N/A

03.23.26 Sprint Backlog Grooming Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

The following user stories were created/discussed/refined/prioritized.

- All user stories were completed.

The user stories below are completed.

- User Story 1: Test embeddings and improve retrieval quality for chatbot responses
- User Story 2: Refine chatbot prompt behavior and response formatting
- User Story 3: Continue improving project documentation and organized resources
- User Story 4: Continue frontend updates for landing page and chat experience
- User Story 5: Review audit-based advising output and identify remaining issues

03.23.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embeddings changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Opened and Merged PR for new embeddings to use as context for RAG retrieval
- What is planned to be done until the next scrum meeting?
 - Test embedding changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Compiled resources for use in embeddings
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

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

- Developed frontend code for website landing page, including working media queries for mobile support
- What is planned to be done until the next scrum meeting?
 - Update UI for chat service to match theming in the landing page
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Wrote prompt to set context for AI model and describe its role, setting guidelines for specific JSON formatting
- What is planned to be done until the next scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What are the hurdles?
 - N/A

03.24.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embeddings changes
- What is planned to be done until the next scrum meeting?
 - Add option to start a new chat, ensuring new chatId is created too
- What are the hurdles?
 - N/A

Gabriela Saldana:

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

- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Compiled resources for use in embeddings
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Wrote prompt to set context for AI model and describe its role, setting guidelines for specific JSON formatting
- What is planned to be done until the next scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses

- What are the hurdles?
 - N/A

03.25.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Fixed issue on home page where navbar was overlapping. Merged PR with change to allow user to start a new chat.
- What is planned to be done until the next scrum meeting?
 - Help scarlett with documentation related questions, work with gabby to continue testing embeddings
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?

- Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

03.26.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed Fernando's PR adding dark mode and tested the branch locally

- What is planned to be done until the next scrum meeting?
 - Help scarlett with documentation related questions, work with gabby to continue testing embeddings
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

03.27.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Reviewed Feranado's PR adding dark mode and tested the branch locally
- What is planned to be done until the next scrum meeting?
 - Help scarlett with documentation related questions, work with gabby to continue testing embeddings
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

03.29.26 Sprint Retrospective Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes
- Did we do a good job estimating the points (time required) for each user story?
 - Yes
- Did each team member work as scheduled?
 - Yes
- Certain requests from the bot did not respond appropriately (i.e. asking questions related to the calendar)

What went right?

- Everyone tested each others changes and left appropriate comments under PRs
- Front-end text rendering was improved so chatbox responses display more clearly

How to address the issues in the next sprint?

- How to improve the process?
 - Continue testing chatbot responses across different student questions and uploaded documents.
- How to improve the product?
 - Improve embeddings and context retrieval for more accurate advising responses.

03.29.26 Sprint Review Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners: All.

- User Story 1: Improve chatbot response formatting and readability in the frontend
- User Story 2: Add markdown rendering support for AI-generated chat responses
- User Story 3: Refine prompt structure for audit-based and general advising responses
- User Story 4: Continue testing chatbot response quality across advising scenarios

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- Refine backend handling of degree-audit context for more reliable class recommendations
 - How this should be reflected on the user story definition in Mingle:
 - Mark the front-end markdown rendering and prompt formatting stories as accepted and completed
 - Move the audit-planning accuracy stories back to the product backlog
 - Add notes that output formatting improved but exact class-planning logic still needs more testing and backend clarification
 - Reprioritize the audit planning stories for a future sprint after additional team discussion and testing

03.30.26 Sprint Planning Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

After discussion, the velocity of the team was estimated to be 15 story points.

The product owner chose the following user stories for the next sprint. They are ordered based on priority.

- User Story 1: Refine chatbot response formatting and prompt behavior
- User Story 2: Continue testing embeddings and chatbot responses
- User Story 3: Improve documentation and organize project resources
- User Story 4: Refine frontend chat experience and related interface updates
- User Story 5: Review audit-based advising output and identify remaining issues

The team members indicated their willingness to work on the following user stories.

Dabian Garnica

- User Story 2: Continue testing embeddings and chatbot responses
- User Story 4: Refine frontend chat experience and related interface updates

Scarlett Herrera

- User Story 3: Improve documentation and organize project resources
- User Story 5: Review audit-based advising output and identify remaining issues

Gabriela Saldana

- User Story 2: Continue testing embeddings and chatbot responses
- User Story 5: Review audit-based advising output and identify remaining issues

Fernando Azanza

- User Story 4: Refine frontend chat experience and related interface updates
- User Story 5: Review audit-based advising output and identify remaining issues

Anya Assing

- User Story 1: Refine chatbot response formatting and prompt behavior
- User Story 3: Improve documentation and organize project resources

03.30.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Discussed with gabby which user stories to focus on for demoing on April 17th
- What is planned to be done until the next scrum meeting?
 - Test embeddings to ensure responses are refined and up to par for demo
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings

- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

03.31.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Discussed with gabby which user stories to focus on for demoing on April 17th
- What is planned to be done until the next scrum meeting?
 - Test embeddings to ensure responses are refined and up to par for demo

- What are the hurdles?
 - Wait on Gabby's changes to test embeddings

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

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

- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.01.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Discussed with gabby issue related to merge conflict when pulling from dev
- What is planned to be done until the next scrum meeting?
 - Test embeddings to ensure responses are refined and up to par for demo
- What are the hurdles?
 - Wait on Gabby's changes to test embeddings

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.02.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

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

- 3
- What was done since the last scrum meeting?
 - Discussed with gabby issue related to merge conflict when pulling from dev
- What is planned to be done until the next scrum meeting?
 - Test embeddings to ensure responses are refined and up to par for demo
- What are the hurdles?
 - Wait on Gabby's changes to test embeddings

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?

- N/A

Any Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.03.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Discussed with gabby issue related to merge conflict when pulling from dev
- What is planned to be done until the next scrum meeting?
 - Test embeddings to ensure responses are refined and up to par for demo
- What are the hurdles?
 - Wait on Gabby's changes to test embeddings

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?

- N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.06.26 Sprint Backlog Grooming Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 5:00 pm

End time: 6:00 pm

The following user stories were created/discussed/refined/prioritized.

- All user stories were completed.

The user stories below are completed.

- User Story 1: Continue testing embeddings and chatbot response quality for the demo
- User Story 2: Refine chatbot prompt behavior and output consistency
- User Story 3: Continue improving project documentation and organized resources
- User Story 4: Continue frontend improvements for landing page and chat experience
- User Story 5: Review remaining audit-based advising issues and prepare demo-focused fixes

04.06.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Researched how to deploy backend using Azure containers instead of web deployment due to lack of Azure credits
- What is planned to be done until the next scrum meeting?
 - Deploy backend using Azure if possible to add deployment section to documentation
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?

- Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.07.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Researched how to deploy backend using Azure containers instead of web deployment due to lack of Azure credits
- What is planned to be done until the next scrum meeting?
 - Deploy backend using Azure if possible to add deployment section to documentation
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.08.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked with gabby to containerize Backend in Docker and Deploy frontend on Azure Static Web App resource
- What is planned to be done until the next scrum meeting?
 - Deploy backend using Azure if possible to add deployment section to documentation

- What are the hurdles?
 - Current bug related to branch mismatch on deployment pipeline

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

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

- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.09.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Fully deployed frontend using Vercel, deployed Docker Image onto Azure App Container
- What is planned to be done until the next scrum meeting?
 - Resolve issue with CORS not allowing request to be sent to backend chat route
- What are the hurdles?
 - Bug related to CORS preventing requests to containerized backend

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anyia Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.10.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anyia Assing

Start time: 5:00 pm

End time: 6:00 pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Fully deployed frontend and backend on Azure container and Vercel
- What is planned to be done until the next scrum meeting?
 - Resolve frontend bug cause of “new chat” button to -render with different width
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit

- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.12.26 Sprint Retrospective Meeting Minutes

Attendees: Dabian Garnica, Anya Assing, Scarlett Herrera, Gabriela Saldana, Fernando Azanza

Start time: 8PM

End time: 9PM

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes
- Did we do a good job estimating the points (time required) for each user story?
 - Yes
- Did each team member work as scheduled?
 - Yes
- Underestimated time it would take to deploy the frontend using Azure Web Applications and containerizing.

What went right?

- Poster was finished and meets all requirements / sections relevant to the project within the guidelines
- Application frontend and backend was successfully deployed to allow judges to volunteer project during showcase

How to address the issues in the next sprint?

- How to improve the process?

- Do proper research in order to not underestimate number of story points required for deployment features
- How to improve the product?
 - Improve embeddings and context retrieval for more accurate advising responses. Allow users to save chats and have chats be saved to an account (feature/stretch features)

04.12.26 Sprint Review Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners: All.

- User Story 1: Deploy frontend using Azure Web Applications based on main branch
- User Story 2: Containerize backend into an image using Docker / DockerHub
- User Story 3: Create poster layout and add necessary sections for submission
- User Story 4: Create PowerPoint in order to submit for final deliverable
- User Story 5: Create Demo video showing off flow of application and small maintenance guide for future development

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- Create PowerPoint in order to submit for final deliverable
 - How this should be reflected on the user story definition in Mingle:
 - Meet in order to discuss which sections should be on PowerPoint
 - Discuss how much information should be displayed in terms of text or graphics / diagrams
- Create Demo video showing off flow of application and small maintenance guide for future development
 - How should this be reflected on the user story definition in Mingle:
 - Meet in order to whiteboard the flow of video / necessary points to touch on / user stories to show off
 - Discuss which technologies should be shown off for maintaining vs. which just require an API key

04.13.26 Sprint Planning Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start Time: 8:00 PM

End Time: 9:00 PM

After discussion, the velocity of the team was estimated to be 15 story points.

The product owner chose the following user stories for the next sprint. They are ordered based on priority.

- User Story 1: Create PowerPoint in order to submit for final deliverable
- User Story 2: Create Demo video showing off flow of application and small maintenance guide for future development

The team members indicated their willingness to work on the following user stories.

Dabian Garnica

- User Story 1: Create PowerPoint in order to submit for final deliverable

Scarlett Herrera

- User Story 2: Create Demo video showing off flow of application and small maintenance guide for future development

Gabriela Saldana

- User Story 1: Create PowerPoint in order to submit for final deliverable

Fernando Azanza

- User Story 2: Create Demo video showing off flow of application and small maintenance guide for future development

Anya Assing

- User Story 1: Create PowerPoint in order to submit for final deliverable

04.13.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on Poster and setup formatting for sections on Figma
- What is planned to be done until the next scrum meeting?
 - Finalize details and finishing touches of poster before submission for printing
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

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

- Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.14.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on Poster and setup formatting for sections on Figma
- What is planned to be done until the next scrum meeting?
 - Finalize details and finishing touches of poster before submission for printing
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

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

- Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Refine prompt to vary depending on what type of document was sent, with specific safeguards to ensure consistent responses
- What is planned to be done until the next scrum meeting?
 - Continue testing response output and organize previous scrum notes into one master document
- What are the hurdles?
 - N/A

04.15.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

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

- What was done since the last scrum meeting?
 - Worked on PowerPoint and submitted for “Project Description” assignment
- What is planned to be done until the next scrum meeting?
 - Work on small script for capstone showcase
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on final deliverable materials, including the shortcomings and wish list presentation content.
- What is planned to be done until the next scrum meeting?
 - Continue preparing the final project information deliverables, including video materials and organize notes needed for upcoming meetings.
- What are the hurdles?
 - N/A

04.16.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on small script for capstone showcase
- What is planned to be done until the next scrum meeting?
 - Rehearse for capstone showcase
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on final deliverable materials, including the shortcomings and wish list presentation content.
- What is planned to be done until the next scrum meeting?
 - Continue preparing the final project information deliverables, including video materials and organize notes needed for upcoming meetings.
- What are the hurdles?
 - N/A

04.17.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Presented at Senior Showcase
- What is planned to be done until the next scrum meeting?
 - Squash bugs and refine codebase
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

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

- Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on final deliverable materials, including the shortcomings and wish list presentation content.
- What is planned to be done until the next scrum meeting?
 - Continue preparing the final project information deliverables, including video materials and organize notes needed for upcoming meetings.
- What are the hurdles?
 - N/A

04.20.26 Sprint Backlog Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 8pm

End time: 9pm

The following user stories were created/discussed/refined/prioritized.

- User Story #1: Deploy frontend using Azure Web Applications based on main branch
- User Story #2: Containerize backend into an image using Docker / DockerHub
- User Story #3: Create poster layout and add necessary sections for submission
- User Story #4: Create PowerPoint in order to submit for final deliverable
- User Story #5: Create Demo video showing off flow of application and small maintenance guide for future development

The user stories below are completed.

- User Story #1: Deploy frontend using Azure Web Applications based on main branch
- User Story #2: Containerize backend into an image using Docker / DockerHub
- User Story #3: Create poster layout and add necessary sections for submission
- User Story #4: Create PowerPoint in order to submit for final deliverable
- User Story #5: Create Demo video showing off flow of application and small maintenance guide for future development.

04.20.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Presented at Senior Showcase
- What is planned to be done until the next scrum meeting?
 - Squash bugs and refine codebase
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on final deliverable materials, including the shortcomings and wish list presentation content.
- What is planned to be done until the next scrum meeting?
 - Continue preparing the final project information deliverables, including video materials and organize notes needed for upcoming meetings.
- What are the hurdles?
 - N/A

04.21.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Presented at Senior Showcase
- What is planned to be done until the next scrum meeting?
 - Squash bugs and refine codebase
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on final deliverable materials, including the shortcomings and wish list presentation content.

- What is planned to be done until the next scrum meeting?
 - Continue preparing the final project information deliverables, including video materials and organize notes needed for upcoming meetings.
- What are the hurdles?
 - N/A

04.22.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Presented at Senior Showcase
- What is planned to be done until the next scrum meeting?
 - Squash bugs and refine codebase
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?

- Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on final deliverable materials, including the shortcomings and wish list presentation content.
- What is planned to be done until the next scrum meeting?
 - Continue preparing the final project information deliverables, including video materials and organize notes needed for upcoming meetings.
- What are the hurdles?
 - N/A

04.23.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged deployment branch into main

- What is planned to be done until the next scrum meeting?
 - Test frontend changes after switching Vercel prod branch to main
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on final deliverable materials, including the shortcomings and wish list presentation content.
- What is planned to be done until the next scrum meeting?
 - Continue preparing the final project information deliverables, including video materials and organize notes needed for upcoming meetings.
- What are the hurdles?
 - N/A

04.24.26 Daily Scrum Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

Dabian Garnica:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Test frontend changes after switching Vercel prod branch to main
- What is planned to be done until the next scrum meeting?
 - N/A
- What are the hurdles?
 - N/A

Gabriela Saldana:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Tested embedding changes
- What is planned to be done until the next scrum meeting?
 - Continue testing embeddings changes
- What are the hurdles?
 - N/A

Scarlett Herrera:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Improved and worked on documentation
- What is planned to be done until the next scrum meeting?
 - Work on documentation such as UML diagrams and data flow pipelines to present findings
- What are the hurdles?
 - N/A

Fernando Azanza:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Merged frontend landing page changes
- What is planned to be done until the next scrum meeting?
 - Add button to chat landing page to instruct student to upload their audit
- What are the hurdles?
 - N/A

Anya Assing:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Worked on final deliverable materials, including the shortcomings and wish list presentation content.
- What is planned to be done until the next scrum meeting?
 - Continue preparing the final project information deliverables, including video materials and organize notes needed for upcoming meetings.
- What are the hurdles?
 - N/A

04.26.26 Sprint Retrospective Meeting Minutes

Attendees: Dabian Garnica, Anya Assing, Scarlett Herrera, Gabriela Saldana, Fernando Azanza

Start time: 8PM

End time: 9PM

What went wrong?

- Did we do a good job estimating our team's velocity?
 - Yes
- Did we do a good job estimating the points (time required) for each user story?
 - Yes
- Did each team member work as scheduled?
 - Yes
- Underestimated time it would take to deploy the frontend using Azure Web Applications and containerizing.

What went right?

- Frontend was deployed using Azure Web Applications based on main branch
- Backend was containerized using Docker / DockerHub and deployed
- Poster layout was created using FIGMA for the final presentation
- Powerpoint was created in order to submit for final deliverable
- Demo video was completed showing off flow of application and small maintenance guide for future development

How to address the issues in the next sprint?

- How to improve the process?
 - Research which third party applications work best together for deployment. Azure static websites for example gave us issues with trying to deploy the frontend code.
- How to improve the product?
 - Add more information to the active knowledge base, allowing for users to ask even more questions on various other advising topics.
 - Improve the Audit parser to be more extensible, testing against a larger pool of Panther Degree Audits

04.26.26 Sprint Review Meeting Minutes

Attendees: Dabian Garnica, Scarlett Herrera, Gabriela Saldana, Fernando Azanza, Anya Assing

Start time: 9pm

End time: 10pm

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners:

- User Story 1: Add more information to the active knowledge base, allowing for users to ask even more questions on various other advising topics.

- User Story 2: Improve the Audit parser to be more extensible, testing against a larger pool of Panther Degree Audits to ensure generalizability

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- User Story 1: Add more information to the active knowledge base, allowing for users to ask even more questions on various other advising topics.
 - Capstone semester has ended, work will have to be passed to a future team
- User Story 2: Improve the Audit parser to be more extensible, testing against a larger pool of Panther Degree Audits to ensure generalizability
 - Capstone semester has ended, work will have to be passed to a future team