

## Daily Scrum Meeting Minutes:

Attendees: Amber Garcia, Ana Gutierrez, Jerry Symbleme, Horacio Andrade, Sebastien Guillen

Start time: 4:00pm

End time: 4:15pm

<Amber Garcia>:

- How many hours did I work since the last meeting?
  - 2 hrs
- What was done since the last scrum meeting?
  - Researched version control options, set-up requirements, integration requirements, and file structures.
  - Researched tech stacks that will allow for industry-level production, but will not overcomplicate our topic to ensure on-time deliverables.
- What is planned to be done until the next scrum meeting?
  - Research project topic to plan the 6 sprint breakdown, including time estimations, task lists, wants vs needs for features, and architecture designs.
  - Analyze individual team member strengths.
- What are the hurdles?
  - Identifying our individual skills and effectively matching them to the project's tasks.

<Ana Gutierrez>:

- How many hours did I work since the last meeting?
  - 2hrs
- What was done since the last scrum meeting?
  - Researched and gained a better understanding of our selected topic.
  - Researched and evaluated the most suitable development environment to build the project efficiently. Comparing: HTML/CSS/JS + backend options Visual Studio–based solutions for a cleaner and more professional workflow.
  - Made a pdf with the project flow + a possible setup so we're all aligned.
- What is planned to be done until the next scrum meeting?
  - Review the topic further and decide which tasks to focus on based on my skill set.
  - Propose using Visual Studio with a web-based architecture as our main workspace, since it provides: Better project organization, built-in support for roles, authentication, and databases, cleaner collaboration and scalability for our portal
- What are the hurdles?
  - Identifying our individual skills and effectively matching them to the project's needs.

<Sebastien Guillen>:

- How many hours did I work since the last meeting?
  - 2hrs
- What was done since the last scrum meeting?
  - Worked with other team members to determine roles and plan out the direction of the project
- What is planned to be done until the next scrum meeting?
  - Discuss software and tech stack needs to facilitate the development of our project
- What are the hurdles?
  - Determining individual skills and figuring out how to apply them to the project I

<Horacio Andrade>:

- How many hours did I work since the last meeting?
  - 2hrs
- What was done since the last scrum meeting?
  - Have an understanding of our topic.
  - Who to establish as our team lead and product owner
- What is planned to be done until the next scrum meeting?
  - Review the topic further to determine what skill set could benefit the project.
  - Discuss if we should use github or integrate another software as our workplace that will fulfill our needs.
- What are the hurdles?
  - Identifying our individual skill sets and matching them to the project's needs.

<Jerry Symbleme >:

- How many hours did I work since the last meeting?
  - 2hrs
- What was done since the last scrum meeting?
  - Conducted research to gain a deeper understanding of the selected topic.
  - Created a PDF outlining the project flow and a proposed setup to ensure team alignment.
- What is planned to be done until the next scrum meeting?
  - Review the topic further
- What are the hurdles?
  - Discuss our individual skills and see what part of the project each person can do