

Daily Scrum Meeting Minutes:

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

Start time: 3:30pm

End time: 4:00pm

<Amber Garcia>:

- How many hours did I work since the last meeting?
 - 2 hrs
- What was done since the last scrum meeting?
 - Discuss the wants vs needs, core purpose of the project, and overall vision of design with the team and the product owner.
 - Analyze individual team member strengths.
- What is planned to be done until the next scrum meeting?
 - Continue discussing the details of the project and overall vision with the team and the product owner to choose the tech stack.
- What are the hurdles?
 - Create a project plan that aligns with our team's knowledge and personal strengths.

<Ana Gutierrez>:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Align with the team to clearly define expectations for the front-end role and communicate ideas that support the rest of the project roles.
- What is planned to be done until the next scrum meeting?
 - Continue to define expectations and map the frontend of our portal.
- What are the hurdles?
 - None at this time

<Sebastien Guillen>:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Finished onboarding all team members into the repository
- What is planned to be done until the next scrum meeting?
 - Continue to plan out the direction and expectations of the project and continue to consider which tech stack will be used.
- What are the hurdles?

- None at the time.

<Horacio Andrade>:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Discuss with the team what will make this web based portal unique from an on boarding software.
- What is planned to be done until the next scrum meeting?
 - Continue discussing with the team about what makes this portal different from standard onboarding software.
- What are the hurdles?
 - Planning out roles with personal strengths and knowledge for the project.

<Jerry Symbleme >:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Discuss the progress of each team mate and see where everyone is.
- What is planned to be done until the next scrum meeting?
 - Continue to discuss what we can improve regarding the coding and design
- What are the hurdles?
 - Nothing at the moment