

## 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?
  - Continue discussing the details of the project and overall vision with the team and the product owner to choose the tech stack.
- What is planned to be done until the next scrum meeting?
  - Create a document for project expectations for the frontend, backend, and design.
- 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?
  - Continue to define expectations and map the frontend of our portal.
  - Pushed a draft to the GitHub repository.
- What is planned to be done until the next scrum meeting?
  - Wait for my teammates' comments and apply them.
- What are the hurdles?
  - Aligning with the team.

<Sebastien Guillen>:

- How many hours did I work since the last meeting?
  - 2hrs
- What was done since the last scrum meeting?
  - Continue to plan out the direction and expectations of the project and continue to consider which tech stack will be used.
- What is planned to be done until the next scrum meeting?
  - Begin preliminary designs for the front end
- What are the hurdles?
  - None

<Horacio Andrade>:

- How many hours did I work since the last meeting?
  - 2hrs
- What was done since the last scrum meeting?
  - Continue discussing with the team about what makes this portal different from standard onboarding software.
- What is planned to be done until the next scrum meeting?
  - To be determined on today's discussion
- 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?
  - Continue to discuss what we can improve regarding the coding and design
- What is planned to be done until the next scrum meeting?
  - Start planning the design of the project
- What are the hurdles?
  - None at the moment