

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?
 - Finish up the system overview and architecture and discipline-specific depth sections in the documentation by Friday night.
- What is planned to be done until the next scrum meeting?
 - Review completed sections with the team to ensure accuracy.
- What are the hurdles?
 - None at this time.

<Ana Gutierrez>:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Reviewed the code and added missing comments.
- What is planned to be done until the next scrum meeting?
 - Finish reviewing the code and adding comments.
- What are the hurdles?
 - None.

<Sebastien Guillen>:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Finalize all porting of existing C# files to VB. Manage git changes to be able to safely push major changes to shared repository.
- What is planned to be done until the next scrum meeting?
 - Document all major changes, create backups of existing files and project solutions before replace old project structure. Create new files pertaining to security and password management as old ones are not able to be ported from the old web app framework.
- What are the hurdles?

- Realign with long-term goals and team planning

<Horacio Andrade>:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Await overview revision from Jerry.
- What is planned to be done until the next scrum meeting?
 - Assist Amber with documentation.
- What are the hurdles?
 - None at the moment

<Jerry Symbleme >:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Finished revising the database overview.
- What is planned to be done until the next scrum meeting?
 - Assist Amber and Horacio with documentation
- What are the hurdles?
 - None at the moment