

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?
 - Completed the Security, Privacy, Accessibility & Compliance and Limitations & Future Work sections of documentation.
- What is planned to be done until the next scrum meeting?
 - Finalize the README and work on the Deployment & Operations section.
- What are the hurdles?
 - Ensure deployment instructions are accurate for outside users to access our project.

<Ana Gutierrez>:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Continued looking into small changes to be implemented to the interface.
- What is planned to be done until the next scrum meeting?
 - Look into details to perfect.
- 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?
 - Revisit all backend files following completion of database fixes to make sure that no code needs to be updated. Update if necessary
- What is planned to be done until the next scrum meeting?
 - Review team progress and see what work remains to be able to complete backend development and help the team finish the project
- 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?
 - Make some adjustments to frmRequestDetails.vb
 - Assist Amber with README file
- What is planned to be done until the next scrum meeting?
 - Wrap up requested systems and move onto the manager sections of the form.
- What are the hurdles?
 - Requested systems previous request was not saved in the database after adjustments.

<Jerry Symbleme >:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Finishing some document details and the impact summary.
- What is planned to be done until the next scrum meeting?
 - Assist anyone that may need help
- What are the hurdles?
 - None at the moment