

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?
 - Worked on completing the executive summary, problem & requirements, and limitations and future work sections.
- What is planned to be done until the next scrum meeting?
 - Finish the executive summary, problem & requirements, and limitations and future work sections.
- What are the hurdles?
 - Ensure documentation accurately reflects the project process and the previous and current stages of production.

<Ana Gutierrez>:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Finished adding code on the HR onboarding form.
- What is planned to be done until the next scrum meeting?
 - Start adding code on the request Onboarding form so the first page can connect with the HR when the radio button is pressed.
- 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?
 - Work out a detailed plan to restructure the folder structure of the project and use version control to safely remove unneeded/redundant files. Worked with teammates to coordinate a good time to make changes
- What is planned to be done until the next scrum meeting?
 - Follow through with plans to restructure the project files, continue commenting C# folders if time permits

- 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?
 - Assist with any database issues.
- What is planned to be done until the next scrum meeting?
 - Continue to assist with any database issues
- 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?
 - Assist with any issues with onboarding details.
- What is planned to be done until the next scrum meeting?
 - Assisting with reader and SQL
- What are the hurdles?
 - None at the moment