

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 all the requirements for the showcase presentation and how we want to manage them.
- What is planned to be done until the next scrum meeting?
 - Create powerpoint slides to support the intro video and for the capstone presentation.
 - Finish main documentation components for initial submission.
- What are the hurdles?
 - None at the moment.

<Ana Gutierrez>:

- How many hours did I work since the last meeting?
 - 2hrs
- What was done since the last scrum meeting?
 - Plan for the showcase presentation.
- What is planned to be done until the next scrum meeting?
 - Plan for presentation.
- 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?
 - Discuss showcase logistics and planning with the team.
- What is planned to be done until the next scrum meeting?
 - Follow up with team on poster submission before deadline
- 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?
 - Making sure setup process is easy as possible.
- What is planned to be done until the next scrum meeting?
 - Begin making preparations in what to say for presentation.
- 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?
 - Plan on the presentation.
- What is planned to be done until the next scrum meeting?
 - Preparing to make the video
- What are the hurdles?
 - None at the moment