

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?
 - Create powerpoint slides to support the intro video and for the capstone presentation.
 - Finish main documentation components for initial submission.
- What is planned to be done until the next scrum meeting?
 - Ensure all materials for submission tomorrow are planned and review the documentation one more time.
- 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?
 - Record video on zoom.
- 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?
 - Follow up with team on poster submission before the deadline.
- What is planned to be done until the next scrum meeting?
 - Finish recording video and stitch together all elements for submission
- 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?
 - Begin making preparations in what to say for presentation.
- What is planned to be done until the next scrum meeting?
 - Begin recording my part for the title slide and possibly narrate the demo.
- 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?
 - Preparing to make the problem statement video.
- What is planned to be done until the next scrum meeting?
 - Record my part for the presentation
- What are the hurdles?
 - None at the moment