
Daily Scrum Meeting Minutes (Day 12)

Attendees: Christian Mendez, Haruki Horiuchi, Serkens Delice, Ashley Agbonkhese

Start time: 9:00 pm

End time: 10:00pm

Christian Mendez

- **How many hours did I work since the last meeting?**
 - 1 hour
- **What was done since the last scrum meeting?**
- ○ Began thinking about the retrospective meetings and what may be missing to be moved onto next sprint.
- ○ **What is planned to be done until the next scrum meeting?**
 - To continue working on documents for retrospective and review meetings at the end of sprint.
- **What are the hurdles?**
 - None.

Haruki Horiuchi

- **How many hours did I work since the last meeting?**
 - 1 hour
- **What was done since the last scrum meeting?**
- ○ Reviewed the existing pre-assessment materials and discussed ways to improve their clarity and impact.
- ○ **What is planned to be done until the next scrum meeting?**
 - Make further edits and improvements to the pre-assessments to strengthen their quality and usefulness before the next meeting
- **What are the hurdles?**
 - None.

Sekens Delice

- **How many hours did I work since the last meeting?**
 - 1 hour
- **What was done since the last scrum meeting?**

- Made measurable progress by refining the project foundation, organizing core components, and incorporating ideas and feedback discussed in the previous meeting.
- ○ **What is planned to be done until the next scrum meeting?**
 - Build on the current progress by implementing agreed-upon features and continuing to strengthen the overall project structure.
- **What are the hurdles?**
 - None.

Ashley Agbonkhese

- **How many hours did I work since the last meeting?**
 - 1 hour
- **What was done since the last scrum meeting?**
- ○ Further discussion on the design of the project.
- **What is planned to be done until the next scrum meeting?**
 - Begin to narrow down features to be implemented in the project.
- **What are the hurdles?**
 - None at the moment.