
Daily Scrum Meeting Minutes (Day 14)

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

Start time: 10:00 pm

End time: 11:00pm

Christian Mendez

- **How many hours did I work since the last meeting?**
 - 1 hour
- **What was done since the last scrum meeting?**
- ◦ Looked over final documents such as retrospective and review documents for the end of the sprint:
- ◦ **What is planned to be done until the next scrum meeting?**
 - Work on preparing for Sprint 2.
- **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 opportunities to improve clarity, effectiveness, and overall impact.
- ◦ **What is planned to be done until the next scrum meeting?**
 - Continue refining and enhancing the pre-assessments to improve their quality and usefulness before the next scrum meeting.
- **What are the hurdles?**
 - None.

Serkens 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.