

Daily Scrum Meeting Minutes

Project: Security Awareness Training Simulator (PWA)

Date: September 2, 2025

Start Time: 4:10 P.M.

End Time: 5:10 A.M.

Attendees:

Manuel Conrad, Isis Gomez, Michael Novas, Kirei Hausheer, Joaquin Prado

Manuel Conrad

- **Hours Worked:** 0 (*First meeting*)
- **What Was Done:** First scrum meeting — discussed overall project goals.
- **Planned Next Steps:** Outline and research **three interactive training scenarios** focusing on **phishing email identification** for the first module.
- **Hurdles:** Finalizing role assignments based on strengths and setting a consistent meeting schedule.

Joaquin Prado

- **Hours Worked:** 0 (*First meeting*)
- **What Was Done:** First scrum meeting — reviewed scope and project requirements.
- **Planned Next Steps:** Review the **daily plans** and support organization of **training content** and **testing scenarios**.
- **Hurdles:** Coordinating workload distribution and agreeing on **meeting times** for development and testing.

Michael Novas

- **Hours Worked:** 0 (*First meeting*)
- **What Was Done:** First scrum meeting — aligned on project objectives and expectations.
- **Planned Next Steps:** Review **planned modules**, set up data structures for **quiz scores**, and analyze **time-tracking needs** for performance reporting.
- **Hurdles:** Finding a meeting time that works for everyone and ensuring **workload balance**.

Kirei Hausheer

- **Hours Worked:** 0 (*First meeting*)
- **What Was Done:** First scrum meeting — discussed **roles** and **project goals**.
- **Planned Next Steps:** Help organize **role assignments**, set recurring meeting times, and begin brainstorming ideas for **interactive game-based training scenarios**.
- **Hurdles:** Aligning meeting schedules with everyone's availability to meet the **5-hour weekly requirement**.

Isis Gomez

- **Hours Worked:** 0 (*First meeting*)
- **What Was Done:** Helped organize roles, establish initial meeting times, and brainstorm app functionality.
- **Planned Next Steps:** Research **authentication methods** and **secure password storage options** for the PWA's login system.
- **Hurdles:** Finalizing **meeting schedules** and **responsibility distribution** across the team.

Summary:

During the first daily scrum, the team clarified the **Capstone 2 project scope**: building a **gamified, scenario-based training simulator** to teach employees about **phishing, malware, and password management**. Assignments were outlined, and initial research topics were distributed. The primary challenge is **scheduling meetings** and **finalizing team roles** to ensure smooth collaboration.