

Daily Scrum Meeting Minutes:

Attendees: Mateo Escobar, Nikohl Fuentes, Ryan Hamel, Sebastian Medina, Marian Mora

Start time: 2:00 P.M.

End time: 3:00 P.M.

Mateo Escobar

- How many hours did I work since the last meeting?
 - I have worked one hour and a half.
- What was done since the last scrum meeting?
 - Since the last scrum meeting I have worked more on what will be on our backlog. I also discussed with the team what actionable steps we can work on together to progress on our project.
- What is planned to be done until the next scrum meeting?
 - For the next scrum meeting I will be focusing on reviewing the backlog and working with the team to begin our project
- What are the hurdles?
 - No hurdles at the present moment.

Nikohl Fuentes:

- How many hours did I work since the last meeting?
 - I've worked an hour and fifteen minutes since the last meeting.
- What was done since the last scrum meeting?
 - I connected with my team to begin planning how we can pick up progress on our project, and begin to allocate responsibilities based on our backlog.
- What is planned to be done until the next scrum meeting?
 - Our initial discussions brought to light the different issues that might surge as a result of the VPN and VM options we were using to set up our project, so this will be one of the next matter to deliberate within the team.
- What are the hurdles?
 - No hurdles were raised within this process.

Sebastian Medina:

- How many hours did I work since the last meeting?
 - 1
- What was done since the last scrum meeting?
 - I have continued to collaborate with my team to establish some kind of timeline of work so that we can set realistic expectations of deadlines.
- What is planned to be done until the next scrum meeting?
 - Continue to work on coordinating the framework of the project to begin working.
- What are the hurdles?
 - Same hurdles as usual. Time can be a little scarce/

Marian Mora:

- How many hours did I work since the last meeting?
 - I worked an hour.
- What was done since the last scrum meeting?
 - Reviewed project resources and organized my notes to better align with our current planning discussions.
- What is planned to be done until the next scrum meeting?
 - I plan to continue expanding my notes and start drafting contributions for the final deliverable.
- What are the hurdles?
 - Same hurdle remains.

Ryan Hamel:

- How many hours did I work since the last meeting?
 - One hour
- What was done since the last scrum meeting?
 - Reviewed notes from last semester
- What is planned to be done until the next scrum meeting?
 - Organize plans for the project in regards to work distribution and presentation.
- What are the hurdles?
 - Beginning to figure out group work