

Daily Scrum Meeting Minutes

Attendees: Juan Azcuna, Aiyanna Ferguson, Ivan Ortiz

Team Leader: Juan Azcuna

Start time: 7:00PM [12/03/2024]

End time: 7:30PM [12/03/2024]

< Enter Team Member 1's Name>: Juan Azcuna:

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - Integrating the API Request System for link analysis. User Story 6.
- What is planned to be done until the next scrum meeting?
 - Finish All pending User Stories.
- What are the hurdles?
 - None for Now

< Enter Team Member 2's Name>: Aiyanna Ferguson:

- How many hours did I work since the last meeting?
 - 3 hrs
- What was done since the last scrum meeting?
 - Developed risk analysis/matrix with team lead. Submitted some of the requirements for Friday's presentation and continued with developing our product documentation.
- What is planned to be done until the next scrum meeting?
 - Complete project documentation with the team, make revisions and submit prior to the 5PM deadline.
- What are the hurdles?
 - None at this time.

<Enter Team Member 3's Name>: Ivan Ortiz

- How many hours have I worked since the last meeting?
 - 4
- What was done since the last scrum meeting?
 - Finished designing the extension's logo with the team's input
- What is planned to be done until the next scrum meeting?
 - All finished
- What are the hurdles?
 - No more hurdles for me