

Daily Scrum Meeting Minutes

Attendees: Juan Azcuna, Aiyanna Ferguson, Ivan Ortiz, Jose Varela

Team Leader: Juan Azcuna

Start time: 10:00 PM [09/09/2024]

End time: 10:30 PM [09/09/2024]

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

- How many hours did I work since the last meeting?
 - 6
- What was done since the last scrum meeting?
 - Worked hours to research what I believe is the most optimal project structure and will continue to add more changes while I start implementing the rest of the technologies.
- What is planned to be done until the next scrum meeting?
 - Will meet with the team ASAP to start discussing the project's roles. Will set my availability in the timesheet excel.
- What are the hurdles?
 - Some of our teammates are not on the group chat. I'm worried they could get behind or feel frustrated after we start discussing the ideas. I have a hurdle about not having a set schedule for all the weekly meetings.

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

- How many hours did I work since the last meeting?
 - 3
- What was done since the last scrum meeting?
 - We discussed plans for our upcoming meeting, and I began research on API integration.
- What is planned to be done until the next scrum meeting?

- I will be working with Juan to gather more information on how we will be applying API integration to the project so that the written work can be comprehensive. I'll also work to gather additional research in this area and add to the doc that I plan to share with the team.
- What are the hurdles?
 - Here are some of the hurdles:
 - Meeting at a reasonable time that works with everyone's schedule.
 - We're currently still missing one of our teammates. Despite efforts to communicate, we have not been able to reach them as yet.

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

- How many hours did I work since the last meeting?
 - 4
- What was done since the last scrum meeting?
 - We managed to figure out the availability for everyone in the newly formed group, but I'm still figuring out how to be working while at work since the lead members are working around the same time.
- What is planned to be done until the next scrum meeting?
 - User Story 4
- What are the hurdles?
 - That its the third week and we are working despite missing a team member

<Enter Team Member 4's Name>: Jose Varela

- How many hours did I work since the last meeting?
 -
- What was done since the last scrum meeting?
 -
- What is planned to be done until the next scrum meeting?
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- What are the hurdles?