

Daily Scrum Meeting Minutes

Date: 6/5/2024

Attendees: Gigi Arbelo, Jonathan Gil, Nicholas Smith, Careca McRae

Start time: 5:30 PM

End time: 6:00 PM

Student 1: Gigi Arbelo

What have you done since the last scrum meeting? Today, I did some updates to our website and spoke to the group regarding some outstanding tasks that we have left to incorporate.

What is planned to be done until the next scrum meeting? For the next scrum meeting, I plan to continue to work on our website and incorporate the necessary items left to add.

What are the hurdles? I think our biggest hurdle at the moment is making sure we complete outstanding tasks in a timely manner.

Student 2: Jonathan Gil

What have you done since the last scrum meeting? Looked for different themes for our website and chose a Cyber Security based theme.

What is planned to be done until the next scrum meeting? Continue to work on the website.

What are the hurdles? Our main hurdle is scheduling our meeting times around our work schedules.

Student 3: Nicholas Smith

What have you done since the last scrum meeting? Reviewed different logos to use on the website

What is planned to be done until the next scrum meeting? Make a layout of how to present the information

What are the hurdles? The main hurdle gathering the information to use for the site

Student 4 : Careca McRae

What have you done since the last scrum meeting?

Expanded on training content on topical areas of phishing and physical security.

What is planned to be done until the next scrum meeting?

Continue to make effective edits on source documents.

What are the hurdles?

Organizing the page of our Wix website in its different phases.