

Daily Scrum Meeting Minutes:

Attendees: Mario Oliva, Jonathan Smith, Adeel Hye

Start time: 11:00AM

End time: 12:00PM

Mario Oliva:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Continued going over NextCloud manual
 - Set up a NextCloud chat to communicate easier
- What is planned to be done until the next scrum meeting?
 - Finish the NextCloud user manual
 - Continue exploring NextCloud's remote file-sharing function
- What are the hurdles?
 - Other classes

Adeel Hye:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Met with team to organize this week's work schedule
 - Read over the NextCloud manual to get familiar with the software
- What is planned to be done until the next scrum meeting?
 - Finish reading the NextCloud user manual
 - Start setting up my development environment
- What are the hurdles?
 - Still unfamiliar with NextCloud
 - Other classes

Jonathan Smith:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Reviewed the work schedule once again
 - User manual is still in review
- What is planned to be done until the next scrum meeting?
 - Completion of NextCloud user manual review
- What are the hurdles?
 - Still unfamiliar with NextCloud
 - Other classes & extracurriculars