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Sprint Meeting Minutes

Sprint 1

20190122 Daily Scrum

20190122 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190122 19:30

End time: 20190122 19:40

[Eddie Caraballo](#) :

- What was done since the last scrum meeting?
 - This is the first scrum meeting of the project
- What is planned to be done until the next scrum meeting?
 - Work on ☒ **VRC-52** - Set up GIT Environment DONE and set up the Git environment for the project
- What are the hurdles?
 - None

[Pablo Velazquez](#) :

- What was done since the last scrum meeting?
 - This is the first scrum meeting of the project
- What is planned to be done until the next scrum meeting?
 - Work on ☒ **VRC-50** - Set up Dev Environment DONE
- What are the hurdles?
 - None

20190123 Daily Scrum

20190123- Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 2019-01-22 19:30

End time: 2019-01-22 19:40

[Eddie Caraballo](#) :

- What was done since the last scrum meeting?
 - Worked on ☒ **VRC-52** - Set up GIT Environment DONE to set up version control
- What is planned to be done until the next scrum meeting?
 - Finalize ☒ **VRC-52** - Set up GIT Environment DONE and begin
 - ☒ **VRC-51** - Review Database Schema and log any improvements to be made DONE
- What are the hurdles?
 - There is authentication configuration that needs to be done by Aaron Feng to connect SourceTree to Bitbucket

[Pablo Velazquez](#) :

- What was done since the last scrum meeting?

-  **VRC-50** - Set up Dev Environment DONE was completed, started working on
-  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE .
- What is planned to be done until the next scrum meeting?
 - Work on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE .
- What are the hurdles?
 - None.

20190124 Daily Scrum

20190124 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190124 19:30

End time: 20190124 19:40

[Eddie Caraballo](#) :

- What was done since the last scrum meeting?
 - Worked on  **VRC-51** - Review Database Schema and log any improvements to be made DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-51** - Review Database Schema and log any improvements to be made DONE
- What are the hurdles?
 - Regarding  **VRC-52** - Set up GIT Environment DONE , Aaron has yet to grant the permissions needed to set up Sourcetree

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Worked on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What are the hurdles?
 - Lack of experience working on such projects means the majority of the time is spent understanding the code.

20190125 Daily Scrum

20190125 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190125 19:30

End time: 20190125 19:40

[Eddie Caraballo](#) :

- What was done since the last scrum meeting?
 - Worked on  **VRC-51** - Review Database Schema and log any improvements to be made IN PROGRESS
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-51** - Review Database Schema and log any improvements to be made IN PROGRESS
- What are the hurdles?
 - None

Pablo Velazquez:

- What was done since the last scrum meeting?
 - Worked on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What is planned to be done until the next scrum meeting?
 - Finish  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What are the hurdles?
 - Lack of Javascript knowledge.

20190128 Daily Scrum

20190128 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190128 19:30

End time: 20190128 19:40

Eddie Caraballo :

- What was done since the last scrum meeting?
 - Finalized  **VRC-52** - Set up GIT Environment DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-51** - Review Database Schema and log any improvements to be made DONE
- What are the hurdles?
 - Due to what is in production not being the same as what is in BitBucket, we will need to spend time to merge the two code bases

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Worked on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What are the hurdles?
 - The current method of adding documents needs to be modified in order to display the error message to the user.

20190129 Daily Scrum

20190129 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190129 19:30

End time: 20190129 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Worked on  **VRC-51** - Review Database Schema and log any improvements to be made DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-51** - Review Database Schema and log any improvements to be made DONE
- What are the hurdles?
 - None

Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What are the hurdles?
 - The current method of uploading documents needs to be reworked in order to fix this bug.

20190130 Daily Scrum

20190130 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190130 19:30

End time: 20190130 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Completed  **VRC-51** - Review Database Schema and log any improvements to be made DONE
- What is planned to be done until the next scrum meeting?
 - Prepare for sprint review and retrospective, next sprint planning
- What are the hurdles?
 - None

Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What are the hurdles?
 - Had to rework how documents were uploaded to the database.

NOTE: File oddly disappeared from published files so we had to re-publish the next day.

20190131 Daily Scrum

20190131 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190131 19:30

End time: 20190131 19:40

Eddie Caraballo :

- What was done since the last scrum meeting?
 - Prepare for sprint review/retrospective
- What is planned to be done until the next scrum meeting?

- Prepare for sprint review/retrospective
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Worked on  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- What is planned to be done until the next scrum meeting?
 - Finish up  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE and get approval from product owner.
- What are the hurdles?
 - None.

20190201 Daily Scrum

20190201 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190201 17:30

End time: 20190201 17:40

[Eddie Caraballo](#) :

- What was done since the last scrum meeting?
 - Completed Sprint review and retrospective
- What is planned to be done until the next scrum meeting?
 - Finalize sprint and prepare for sprint 2 planning
- What are the hurdles?
 - None

[Pablo Velazquez](#) :

- What was done since the last scrum meeting?
 - Completed Sprint review and retrospective
- What is planned to be done until the next scrum meeting?
 - Finalize sprint and prepare for sprint 2 planning
- What are the hurdles?
 - None

Sprint 1 Planning

20190122: Sprint 1 Planning Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190122 18:25

End time: 20190122 19:25

After discussion, the velocity of the team were estimated to be 28.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- User Story  **VRC-52** - Set up GIT Environment DONE
- User Story  **VRC-50** - Set up Dev Environment DONE

- User Story  **VRC-51** - Review Database Schema and log any improvements to be made DONE
- User Story  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE

The team members indicated their willingness to work on the following user stories.

- [Eddie Caraballo](#)
 -  **VRC-52** - Set up GIT Environment DONE
 -  **VRC-51** - Review Database Schema and log any improvements to be made DONE
- [Pablo Velazquez](#)
 -  **VRC-50** - Set up Dev Environment DONE
 -  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE

Sprint 1 Retrospective

20190201 - Sprint 1 Retrospective Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190201 15:30

End time: 20190201 15:45

What went wrong?

- Learning curve for the language being used in development
- Did not have enough user stories to max out velocity
- Did not accurately estimate velocity for two of the issues
- Ran into some developer environment issues

What went right?

- All issues were completed
- Product owners accepted the fix for bug  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- Gained a deep understanding of the framework of the code
- Gained deep understanding of the structure of the database
- Dev environment is completely set-up and finalized

How to address the issues in the next sprint?

- Work on more issues
- Better estimate velocity

Sprint 1 Review Meeting

20190201 - Sprint 1 Review Meeting Minutes

Attendees:

- [Eddie Caraballo](#)
- [Pablo Velazquez](#)
- [Frank Alvarado](#)

Start time: 20190201 15:00

End time: 20190201 15:30

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners:

- Bug  **VRC-48** - Debug and Fix Issue w/ Existing File Name in DB DONE
- Improvement  **VRC-51** - Review Database Schema and log any improvements to be made DONE
- Task  **VRC-52** - Set up GIT Environment DONE
- Task  **VRC-50** - Set up Dev Environment DONE

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- None!

Sprint 2

20190204 Daily Scrum

20190204 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190204 19:30

End time: 20190204 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Complete Sprint 2 planning
- What is planned to be done until the next scrum meeting?
 - Begin working on

 **VRC-56** - Fix issue in 'Manage Documents' section that does not allow deletion of uploaded documents DONE

- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Complete Sprint 2 planning
- What is planned to be done until the next scrum meeting?

• Work on  **VRC-59** - Fix watch order date logic DONE

- What are the hurdles?
 - None

20190205 Daily Scrum

20190205 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190205 19:30

End time: 20190205 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?

- Work on

 **VRC-56** - Fix issue in 'Manage Documents' section that does not allow deletion of uploaded documents DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on

 **VRC-56** - Fix issue in 'Manage Documents' section that does not allow deletion of uploaded documents DONE
- What are the hurdles?
 - None

Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on

 **VRC-59** - Fix watch order date logic DONE
- What is planned to be done until the next scrum meeting?
 - Work on

 **VRC-59** - Fix watch order date logic DONE

 or

 **VRC-58** - Fix error handling when uploading documents DONE
- What are the hurdles?
 - Product owner has changed this user story and there is an issue with the database code.

 **VRC-59** - Fix watch order date logic DONE

20190206 Daily Scrum

20190206 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190206 19:30

End time: 20190206 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Completed

 **VRC-56** - Fix issue in 'Manage Documents' section that does not allow deletion of uploaded documents DONE
- What is planned to be done until the next scrum meeting?
 - Begin working on

 **VRC-54** - Fix Watch Order description too long error DONE
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Worked on

 **VRC-58** - Fix error handling when uploading documents DONE
- What is planned to be done until the next scrum meeting?
 - Work on

 **VRC-59** - Fix watch order date logic DONE
- What are the hurdles?
 - None

20190207 Daily Scrum

20190207 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190207 19:30

End time: 20190207 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Worked on  **VRC-54** - Fix Watch Order description too long error DONE
- What is planned to be done until the next scrum meeting?
 - Finalize  **VRC-54** - Fix Watch Order description too long error DONE
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Worked on  **VRC-59** - Fix watch order date logic DONE and  **VRC-58** - Fix error handling when uploading documents DONE
- What is planned to be done until the next scrum meeting?
 - Finish  **VRC-59** - Fix watch order date logic DONE and continue working on  **VRC-58** - Fix error handling when uploading documents DONE
- What are the hurdles?
 - None

20190208 Daily Scrum

20190208 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190208 19:30

End time: 20190208 19:40

Eddie Caraballo :

- What was done since the last scrum meeting?
 - Completed  **VRC-54** - Fix Watch Order description too long error DONE and began working on  **VRC-57** - Enhance Navbar DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-57** - Enhance Navbar DONE
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Finished  **VRC-59** - Fix watch order date logic DONE and worked on  **VRC-58** - Fix error handling when uploading documents DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on  **VRC-58** - Fix error handling when uploading documents DONE
- What are the hurdles?
 - None

20190211 Daily Scrum

20190211 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190211 19:30

End time: 20190211 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Began  **VRC-55** - Fix issue with Officer's being able to access 'Manage Documents' section DONE and continued working on  **VRC-57** - Enhance Navbar DONE
- What is planned to be done until the next scrum meeting?
 - Finish up  **VRC-55** - Fix issue with Officer's being able to access 'Manage Documents' section DONE and continue to work on  **VRC-57** - Enhance Navbar DONE
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Worked on  **VRC-58** - Fix error handling when uploading documents DONE
- What is planned to be done until the next scrum meeting?
 - Finish  **VRC-58** - Fix error handling when uploading documents DONE and work on  **VRC-60** - Improve Edit User Form DONE
- What are the hurdles?
 - None.

20190212 Daily Scrum

20190212 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190212 19:30

End time: 20190212 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Completed  **VRC-57** - Enhance Navbar DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on  **VRC-55** - Fix issue with Officer's being able to access 'Manage Documents' section DONE
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Completed  **VRC-58** - Fix error handling when uploading documents DONE and worked on  **VRC-60** - Improve Edit User Form DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on  **VRC-60** - Improve Edit User Form DONE
- What are the hurdles?
 - None

20190213 Daily Scrum

20190213 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190213 19:30

End time: 20190213 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Completed  **VRC-55** - Fix issue with Officer's being able to access 'Manage Documents' section DONE
- What is planned to be done until the next scrum meeting?
 - Work on feature documentations
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Finished  **VRC-60** - Improve Edit User Form DONE
- What is planned to be done until the next scrum meeting?
 - Create documentation for finished stories.
- What are the hurdles?
 - None

20190214 Daily Scrum

20190214 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190214 19:30

End time: 20190214 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on feature documentation
- What is planned to be done until the next scrum meeting?
 - Continue to work on feature documentation and prepare documentation for sprint review/retrospective
- What are the hurdles?
 - None

[Pablo Velazquez](#)

- What was done since the last scrum meeting?
 - Worked on documentation for completed features
- What is planned to be done until the next scrum meeting?
 - Finish documentation for completed features
- What are the hurdles?
 - None

20190215 Daily Scrum

20190215 - Daily Scrum Meeting Minutes

Attendees: [Pablo Velazquez](#) [Eddie Caraballo](#)

Start time: 20190215 19:30

End time: 20190215 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Complete Sprint Review/Retrospective
- What is planned to be done until the next scrum meeting?
 - Plan for Sprint 2
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Complete Sprint Review/Retrospective
- What is planned to be done until the next scrum meeting?
 - Plan for Sprint 2
- What are the hurdles?
 - None

Sprint 2 Planning

20190204: Sprint 2 Planning Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190204 16:40

End time: 20190204 17:10

After discussion, the velocity of the team were estimated to be 54.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- Bug  [VRC-55](#) - Fix issue with Officer's being able to access 'Manage Documents' section DONE
- Bug  [VRC-56](#) - Fix issue in 'Manage Documents' section that does not allow deletion of uploaded documents DONE
- Bug  [VRC-58](#) - Fix error handling when uploading documents DONE
- Bug  [VRC-59](#) - Fix watch order date logic DONE
- Bug  [VRC-54](#) - Fix Watch Order description too long error DONE
- Improvement  [VRC-57](#) - Enhance Navbar DONE
- Improvement  [VRC-60](#) - Improve Edit User Form DONE

The team members indicated their willingness to work on the following user stories.

- [Eddie Caraballo](#)
 - Bug  [VRC-55](#) - Fix issue with Officer's being able to access 'Manage Documents' section DONE
 - Bug  [VRC-56](#) - Fix issue in 'Manage Documents' section that does not allow deletion of uploaded documents DONE
 - Bug  [VRC-54](#) - Fix Watch Order description too long error DONE
 - Improvement  [VRC-57](#) - Enhance Navbar DONE
- [Pablo Velazquez](#)

- Bug  **VRC-58** - Fix error handling when uploading documents DONE
- Bug  **VRC-59** - Fix watch order date logic DONE
- Improvement  **VRC-60** - Improve Edit User Form DONE

Sprint 2 Restrospective

20190214 - Sprint 2 Retrospective Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190215 15:20

End time: 20190215 15:30

What went wrong?

- Better estimate velocity for the sprint and individual stories

What went right?

- We had sufficient user stories for the entire sprint
- We were able to finish all issues
- Maintained communication with product owners
- Received approval for bug stories ahead of time

How to address the issues in the next sprint?

- Learn to better estimate the time that will be needed to finish user stories

Sprint 2 Review Meeting

20190214 - Sprint 2 Review Meeting Minutes

Attendees: [Pablo Velazquez](#) [Eddie Caraballo](#) [Jason Cohen](#) [Frank Alvarado](#)

Start time: 20190215 15:00

End time: 20190215 15:20

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners:

-  **VRC-54** - Fix Watch Order description too long error DONE
-  **VRC-55** - Fix issue with Officer's being able to access 'Manage Documents' section DONE
-  **VRC-56** - Fix issue in 'Manage Documents' section that does not allow deletion of uploaded documents DONE
-  **VRC-57** - Enhance Navbar DONE
-  **VRC-58** - Fix error handling when uploading documents DONE
-  **VRC-59** - Fix watch order date logic DONE
-  **VRC-60** - Improve Edit User Form DONE

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting:

- None

Sprint 3

20190218 Daily Scrum

20190218 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190218 19:30

End time: 20190218 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Prepare for Sprint 3 Planning
- What is planned to be done until the next scrum meeting?
 - Finalize Sprint 3 Planning and begin new sprint
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Prepare for Sprint 3 Planning
- What is planned to be done until the next scrum meeting?
 - Finalize Sprint 3 Planning and begin new sprint
- What are the hurdles?
 - None

20190219 Daily Scrum

20190219 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190219 19:30

End time: 20190219 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Began working on  **VRC-62** - Database Normalization DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on  **VRC-62** - Database Normalization DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on  **VRC-65** - Bulk Document Archive UI DONE
- What is planned to be done until the next scrum meeting?
 - Complete  **VRC-65** - Bulk Document Archive UI DONE
- What are the hurdles?
 - None

20190220 Daily Scrum

20190220 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190220 19:30

End time: 20190220 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Worked on  [VRC-62](#) - Database Normalization DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  [VRC-62](#) - Database Normalization DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Finished  [VRC-65](#) - Bulk Document Archive UI DONE
- What is planned to be done until the next scrum meeting?
 - Work on  [VRC-66](#) - Bulk Document Archive Backend DONE
- What are the hurdles?
 - None

20190221 Daily Scrum

20190221 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190221 19:30

End time: 20190221 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Worked on  [VRC-62](#) - Database Normalization DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  [VRC-62](#) - Database Normalization DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on  [VRC-66](#) - Bulk Document Archive Backend DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on  [VRC-66](#) - Bulk Document Archive Backend DONE
- What are the hurdles?
 - None

NOTE: We forgot to publish on time, published it 30 minutes late.

20190222 Daily Scrum

20190222 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190222 19:30

End time: 20190222 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Worked on  **VRC-62** - Database Normalization DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-62** - Database Normalization DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on  **VRC-66** - Bulk Document Archive Backend DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on  **VRC-66** - Bulk Document Archive Backend DONE
- What are the hurdles?
 - None

20190225 Daily Scrum

20190225 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190225 19:30

End time: 20190225 19:40

@<Enter Team Member 1's Name>:

- What was done since the last scrum meeting?
 - Work on  **VRC-62** - Database Normalization DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-62** - Database Normalization DONE
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Finished  **VRC-66** - Bulk Document Archive Backend DONE
- What is planned to be done until the next scrum meeting?

- Create documentation for finished user stories
- What are the hurdles?
 - None

20190226 Daily Scrum

20190226 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190226 19:30

End time: 20190226 19:40

@Eddie Caraballo:

- What was done since the last scrum meeting?
 - Work on  **VRC-62** - Database Normalization DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-62** - Database Normalization DONE
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Worked on documentation for finished user stories
- What is planned to be done until the next scrum meeting?
 - Finish documentation for finished user stories and start planning for the next sprint.
- What are the hurdles?
 - None

20190227 Daily Scrum

20190227 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190227 19:30

End time: 20190227 19:40

[Eddie Caraballo](#) :

- What was done since the last scrum meeting?
 - Completed  **VRC-62** - Database Normalization DONE and began  **VRC-63** - Rename Database References DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on  **VRC-63** - Rename Database References DONE
- What are the hurdles?
 -  **VRC-62** - Database Normalization DONE took longer than estimated

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Completed documentation for finished user stories.
- What is planned to be done until the next scrum meeting?
 - Prepare for sprint 4.
- What are the hurdles?
 - None

20190228 Daily Scrum

20190228 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190228 19:30

End time: 20190228 19:40

[Eddie Caraballo](#):

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-63** - Rename Database References DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ **VRC-63** - Rename Database References DONE
- What are the hurdles?
 - Schema went through a lot of changes, so renaming references is going to take much longer than anticipated

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on preparation for the next sprint.
- What is planned to be done until the next scrum meeting?
 - Continue working on preparation for the next sprint.
- What are the hurdles?
 - None.

20190301 Daily Scrum

20190301 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190301 19:30

End time: 20190301 19:40

[Eddie Caraballo](#) :

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-63** - Rename Database References DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ **VRC-63** - Rename Database References DONE , do sprint retrospective, and plan for Sprint 4
- What are the hurdles?
 - None

@Pablo Velazquez:

- What was done since the last scrum meeting?
 - Worked on planning for the next sprint.
- What is planned to be done until the next scrum meeting?
 - Continue working on sprint planning.
- What are the hurdles?
 - None

Sprint 3 Planning

20190218 : Sprint 3 Planning Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#) [Jason Cohen](#) [Frank Alvarado](#)

Start time: 20190218 19:30

End time: 20190218 19:52

After discussion, the velocity of the team were estimated to be 80.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- Improvement  **VRC-62** - Database Normalization DONE
- Task  **VRC-63** - Rename Database References DONE
- Task  **VRC-64** - Apply Query Optimization Theory DONE
- User Story  **VRC-65** - Bulk Document Archive UI DONE
- User Story  **VRC-66** - Bulk Document Archive Backend DONE

The team members indicated their willingness to work on the following user stories.

- [Eddie Caraballo](#)
 - Improvement  **VRC-62** - Database Normalization DONE
 - Task  **VRC-63** - Rename Database References DONE
 - Task  **VRC-64** - Apply Query Optimization Theory DONE
- [Pablo Velazquez](#)
 - User Story  **VRC-65** - Bulk Document Archive UI DONE
 - User Story  **VRC-66** - Bulk Document Archive Backend DONE

Sprint 3 Retrospective

20190301 - Sprint 3 Retrospective Meeting Minutes

Attendees: [Pablo Velazquez](#) [Eddie Caraballo](#)

Start time: 20190301 19:40

End time: 20190301 20:00

What went wrong?

- Severely underestimated amount of work required to change the schema and code base
- Overestimated the time it would take to build archive feature

What went right?

- Good communication between team members and product owners
- Was able to build a whole new feature in one sprint

How to address the issues in the next sprint?

- Better estimate time for database modifications
- Better estimates overall for new features

Sprint 3 Review Meeting

20190301 - Sprint 3 Review Meeting Minutes

Attendees: Pablo Velazquez Frank Alvarado Jason Cohen Eddie Caraballo

Start time: 20190301 13:50

End time: 20190301 14:35

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners:

-  ~~VRC-62~~ - Database Normalization DONE
-  ~~VRC-65~~ - Bulk Document Archive UI DONE
-  ~~VRC-66~~ - Bulk Document Archive Backend DONE

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- User Story  ~~VRC-64~~ - Apply Query Optimization Theory DONE
- User Story  ~~VRC-63~~ - Rename Database References DONE

Sprint 4

20190304 Daily Scrum

20190304 - Daily Scrum Meeting Minutes

Attendees: Eddie Caraballo Pablo Velazquez

Start time: 20190304 19:30

End time: 20190304 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Complete sprint 3 retrospective/review, sprint 4 planning
- What is planned to be done until the next scrum meeting?
 - Continue working on  ~~VRC-63~~ - Rename Database References DONE
- What are the hurdles?
 - None

Pablo Velazquez

- What was done since the last scrum meeting?
 - Complete sprint 3 retrospective/review, sprint 4 planning
- What is planned to be done until the next scrum meeting?
 - Work on  ~~VRC-67~~ - Admin Change User Password DONE
- What are the hurdles?
 - None

20190305 Daily Scrum

20190305 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190305 19:30

End time: 20190305 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-63** - Rename Database References DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ **VRC-63** - Rename Database References DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Completed ☒ **VRC-67** - Admin Change User Password DONE
- What is planned to be done until the next scrum meeting?
 - Work on ☒ **VRC-68** - Archive Old Document For New User DONE and ☒ **VRC-69** - Manage Reference Documents Delete Document Issue DONE
- What are the hurdles?
 - None

20190306 Daily Scrum

20190306 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190306 19:30

End time: 20190306 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-63** - Rename Database References DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ **VRC-63** - Rename Database References DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Completed ☒ **VRC-68** - Archive Old Document For New User DONE and ☒ **VRC-69** - Manage Reference Documents Delete Document Issue DONE
- What is planned to be done until the next scrum meeting?
 - Work on documentation for completed user stories
- What are the hurdles?
 - None

20190307 Daily Scrum

20190307 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190307 19:30

End time: 20190307 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-63** - Rename Database References DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ **VRC-63** - Rename Database References DONE
- What are the hurdles?
 - Lots of files to rename

[Pablo Velazquez](#)

- What was done since the last scrum meeting?
 - Worked on documentation for completed user stories
- What is planned to be done until the next scrum meeting?
 - Finish documentation for completed user stories and prepare for the next sprint
- What are the hurdles?
 - None

20190308 Daily Scrum

20190308 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190308 19:30

End time: 20190308 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Finish ☒ **VRC-63** - Rename Database References DONE
- What is planned to be done until the next scrum meeting?
 - Begin ☒ **VRC-64** - Apply Query Optimization Theory DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Completed documentation for finished user stories
- What is planned to be done until the next scrum meeting?
 - Plan for the next sprint
- What are the hurdles?
 - None

Sprint 4 Planning

20190304 : Sprint 4 Planning Meeting Minutes

Attendees: [Pablo Velazquez](#) [Eddie Caraballo](#) [Frank Alvarado](#)

Start time: 20190304 19:00

End time: 20190304 19:30

After discussion, the velocity of the team were estimated to be 56.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- Task  **VRC-63** - Rename Database References DONE
- Task  **VRC-64** - Apply Query Optimization Theory DONE
- Feature  **VRC-67** - Admin Change User Password DONE
- Improvement  **VRC-68** - Archive Old Document For New User DONE
- Bug  **VRC-69** - Manage Reference Documents Delete Document Issue DONE

The team members indicated their willingness to work on the following user stories.

- [Eddie Caraballo](#)
 -  **VRC-63** - Rename Database References DONE
 -  **VRC-64** - Apply Query Optimization Theory DONE
- [Pablo Velazquez](#)
 -  **VRC-67** - Admin Change User Password DONE
 -  **VRC-68** - Archive Old Document For New User DONE
 -  **VRC-69** - Manage Reference Documents Delete Document Issue DONE

Sprint 4 Retrospective

20190315 - Sprint 4 Retrospective Meeting Minutes

Attendees: [Pablo Velazquez](#) [Eddie Caraballo](#)

Start time: 20190315 16:20

End time: 20190315 16:30

What went wrong?

- N/A

What went right?

- Expected tasks were completed
- Velocity was correct
- Had good communication with each other and product owners

How to address the issues in the next sprint?

- N/A

Sprint 4 Review

20190315 - Sprint 4 Review Meeting Minutes

Attendees: [Pablo Velazquez](#) [Eddie Caraballo](#) [Frank Alvarado](#)

Start time: 20190315 16:00

End time: 20190315 16:20

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners:

- Task ☒ **VRC-63** - Rename Database References DONE
- Improvement ☒ **VRC-67** - Admin Change User Password DONE
- Improvement ☒ **VRC-68** - Archive Old Document For New User DONE
- Bug ☒ **VRC-69** - Manage Reference Documents Delete Document Issue DONE

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- Task ☒ **VRC-64** - Apply Query Optimization Theory DONE due to Spring Break

Sprint 5

20190318 Daily Scrum

20190318 - Daily Scrum Meeting Minutes

Attendees: [Pablo Velazquez](#) [Eddie Caraballo](#)

Start time: 20190318 19:30

End time: 20190318 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Complete sprint 5 planning and sprint 4 retrospective/review
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ **VRC-64** - Apply Query Optimization Theory DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Complete sprint 5 planning and sprint 4 retrospective/review
- What is planned to be done until the next scrum meeting?
 - Work on ☒ **VRC-74** - Special Characters in Uploaded Document Filename DONE
- What are the hurdles?
 - None

20190319 Daily Scrum

20190319 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190319 19:30

End time: 20190319 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-64** - Apply Query Optimization Theory DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ **VRC-64** - Apply Query Optimization Theory DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on ☐ **VRC-74** - Special Characters in Uploaded Document Filename DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☐ **VRC-74** - Special Characters in Uploaded Document Filename DONE
- What are the hurdles?
 - None

20190320 Daily Scrum

20190320 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190320 19:30

End time: 20190320 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Complete ☒ **VRC-64** - Apply Query Optimization Theory DONE
- What is planned to be done until the next scrum meeting?
 - Begin ☒ **VRC-73** - Confirm Website Functionality DONE
- What are the hurdles?
 - None

Pablo Velazquez

- What was done since the last scrum meeting?
 - Completed ☐ **VRC-74** - Special Characters in Uploaded Document Filename DONE
- What is planned to be done until the next scrum meeting?
 - Work on ☐ **VRC-70** - Fix Change Password for Officer Role DONE
- What are the hurdles?
 - None

20190321 Daily Scrum

20190321 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190321 19:30

End time: 20190321 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Work on ☒ ~~VRC-73~~ - Confirm Website Functionality DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ ~~VRC-73~~ - Confirm Website Functionality DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Completed ☐ ~~VRC-70~~ - Fix Change Password for Officer Role DONE
- What is planned to be done until the next scrum meeting?
 - Work on ☐ ~~VRC-72~~ - Update DB Tables with Removed User DONE
- What are the hurdles?
 - None

20190322 Daily Scrum

20190322 - Daily Scrum Meeting Minutes

Attendees: Eddie Caraballo Pablo Velazquez

Start time: 20190322 19:30

End time: 20190322 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Work on ☒ ~~VRC-73~~ - Confirm Website Functionality DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ ~~VRC-73~~ - Confirm Website Functionality DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on ☐ ~~VRC-72~~ - Update DB Tables with Removed User DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☐ ~~VRC-72~~ - Update DB Tables with Removed User DONE
- What are the hurdles?
 - None

20190325 Daily Scrum

20190325 - Daily Scrum Meeting Minutes

Attendees: Eddie Caraballo Pablo Velazquez

Start time: 20190325 19:30

End time: 20190325 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Work on ☒ ~~VRC-72~~ - Confirm Website Functionality DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ ~~VRC-72~~ - Confirm Website Functionality DONE
- What are the hurdles?
 - None

Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on ☐ ~~VRC-72~~ - Update DB Tables with Removed User DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☐ ~~VRC-72~~ - Update DB Tables with Removed User DONE
- What are the hurdles?
 - None

20190326 Daily Scrum

20190326 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190326 19:30

End time: 20190326 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Work on ☒ ~~VRC-72~~ - Confirm Website Functionality DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ ~~VRC-72~~ - Confirm Website Functionality DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Completed ☐ ~~VRC-72~~ - Update DB Tables with Removed User DONE
- What is planned to be done until the next scrum meeting?
 - Work on ☒ ~~VRC-72~~ - Confirm Website Functionality DONE
- What are the hurdles?
 - None

20190327 Daily Scrum

20190327 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190327 19:30

End time: 20190327 19:40

Eddie Caraballo

- What was done since the last scrum meeting?

- Work on ☒ **VRC-73** - Confirm Website Functionality DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ **VRC-73** - Confirm Website Functionality DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on documentation for completed user stories.
- What is planned to be done until the next scrum meeting?
 - Prepare for the next sprint and work on ☒ **VRC-73** - Confirm Website Functionality DONE
- What are the hurdles?
 - None

20190328 Daily Scrum

20190328 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190328 19:30

End time: 20190328 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-73** - Confirm Website Functionality DONE
- What is planned to be done until the next scrum meeting?
 - Finalize ☒ **VRC-73** - Confirm Website Functionality DONE and prepare for next spring
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on preparing for the next sprint.
- What is planned to be done until the next scrum meeting?
 - Continue testing website and preparing for the next sprint.
- What are the hurdles?
 - None

20190329 Daily Scrum

20190329 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190329 19:30

End time: 20190329 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on deploying changes to production environment
- What is planned to be done until the next scrum meeting?
 - Finalize sprint review/retrospective
- What are the hurdles?

- Override their database with new, backup process needs to take place

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Work on deploying changes to production environment
- What is planned to be done until the next scrum meeting?
 - Finalize sprint review/retrospective
- What are the hurdles?
 - Override their database with new, backup process needs to take place

Sprint 5 Planning

20190318: Sprint 5 Planning Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#) [Frank Alvarado](#)

Start time: 20190318 19:00

End time: 20190318 19:30

After discussion, the velocity of the team were estimated to be 56.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- Task ☒ **VRC-64** - Apply Query Optimization Theory DONE
- Task ☒ **VRC-73** - Confirm Website Functionality DONE
- Bug ☐ **VRC-70** - Fix Change Password for Officer Role DONE
- Bug ☐ **VRC-72** - Update DB Tables with Removed User DONE
- Bug ☐ **VRC-74** - Special Characters in Uploaded Document Filename DONE

The team members indicated their willingness to work on the following user stories.

- [Eddie Caraballo](#)
 - Task ☒ **VRC-64** - Apply Query Optimization Theory DONE
 - Task ☒ **VRC-73** - Confirm Website Functionality DONE
- [Pablo Velazquez](#)
 - Bug ☐ **VRC-70** - Fix Change Password for Officer Role DONE
 - Bug ☐ **VRC-72** - Update DB Tables with Removed User DONE
 - Bug ☐ **VRC-74** - Special Characters in Uploaded Document Filename DONE

Sprint 5 Retrospective

20190329 - Sprint 5 Retrospective Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190329 18:30

End time: 20190329 18:50

What went wrong?

- Accidentally overwrote the source database when deploying new one

What went right?

- Frank had backup to restore database, minimal impact
- New database was deployed successfully
- Many more bugs were fixed
- Velocity was met
- Good communication between team members

How to address the issues in the next sprint?

- Continue to tune and work on database based off customer feedback

Sprint 5 Review

20190329 - Sprint 5 Review Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#) [Frank Alvarado](#)

Start time: 20190329 18:00

End time: 20190329 18:30

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners:

- Task ☒ **VRC-64** - Apply Query Optimization Theory DONE
- Bug ☒ **VRC-70** - Fix Change Password for Officer Role DONE
- Bug ☒ **VRC-72** - Update DB Tables with Removed User DONE
- Task ☒ **VRC-73** - Confirm Website Functionality DONE
- Bug ☒ **VRC-74** - Special Characters in Uploaded Document Filename DONE

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- None!

Sprint 6

20190401 Daily Scrum

20190401 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190401 19:30

End time: 20190401 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on Sprint 6 planning
- What is planned to be done until the next scrum meeting?

- Begin ☒ **VRC-75** - Continued Website Functionality Testing **DONE** and ☒ **VRC-76** - Finish Moving Old Data to New DB **DONE**
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Work on Sprint 6 planning
- What is planned to be done until the next scrum meeting?
 - Begin working on ☒ **VRC-77** - CLONE - Continued Website Functionality Testing **DONE** and ☐ **VRC-78** - Fix Issue with Auto-Archive Event **DONE**
- What are the hurdles?
 - None

20190402 Daily Scrum

20190402 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190402 19:30

End time: 20190402 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-76** - Finish Moving Old Data to New DB **DONE** and ☒ **VRC-75** - Continued Website Functionality Testing **DONE**
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ **VRC-76** - Finish Moving Old Data to New DB **DONE** and ☒ **VRC-75** - Continued Website Functionality Testing **DONE**
- What are the hurdles?
 - None

[Pablo Velazquez](#)

- What was done since the last scrum meeting?
 - Completed ☐ **VRC-78** - Fix Issue with Auto-Archive Event **DONE**
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ **VRC-77** - CLONE - Continued Website Functionality Testing **DONE**
- What are the hurdles?
 - None

**Please note that meeting was uploaded 1 day late due to Confluence being down during normal scheduled time

20190403 Daily Scrum

20190403 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190403 19:30

End time: 20190403 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Work on ☒ ~~VRC-76~~ - Finish Moving Old Data to New DB DONE and ☒ ~~VRC-75~~ - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ ~~VRC-76~~ - Finish Moving Old Data to New DB DONE and ☒ ~~VRC-75~~ - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

20190404 Daily Scrum

20190404 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190404 19:30

End time: 20190404 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Completed ☒ ~~VRC-76~~ - Finish Moving Old Data to New DB DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ ~~VRC-75~~ - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

20190405 Daily Scrum

20190405 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190405 19:30

End time: 20190405 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-75** - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ **VRC-75** - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on ☒ **VRC-77** - CLONE - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ **VRC-77** - CLONE - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

20190408 Daily Scrum

20190408 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190408 19:30

End time: 20190408 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-75** - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ **VRC-75** - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Work on ☒ **VRC-77** - CLONE - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ **VRC-77** - CLONE - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

20190409 Daily Scrum

20190409 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190409 19:30

End time: 20190409 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on ☒ ~~VRC-75~~ - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ ~~VRC-75~~ - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

20190410 Daily Scrum

20190410 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190410 19:30

End time: 20190410 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on ☒ ~~VRC-75~~ - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue to work on ☒ ~~VRC-75~~ - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Continue working on ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What are the hurdles?
 - None

20190411 Daily Scrum

20190411 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190411 19:30

End time: 20190411 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Completed ☒ ~~VRC-75~~ - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Work on Sprint Review/Retrospective and project documentation
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - Work on Sprint Review/Retrospective and project documentation
- What are the hurdles?
 - None

20190412 Daily Scrum

20190412 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190412 19:30

End time: 20190412 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Complete sprint 6 Review & Retrospective
- What is planned to be done until the next scrum meeting?
 - This is final scrum meeting
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Completed ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- What is planned to be done until the next scrum meeting?
 - This is the final scrum meeting
- What are the hurdles?
 - None

20190417 Daily Scrum

20190417 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190417 19:30

End time: 20190417 19:40

Eddie Caraballo

- What was done since the last scrum meeting?
 - Prepare for showcase
- What is planned to be done until the next scrum meeting?
 - Prepare for showcase
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Prepare for showcase
- What is planned to be done until the next scrum meeting?
 - Prepare for showcase
- What are the hurdles?
 - None

Sprint 6 Planning

20190401 : Sprint 6 Planning Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#) [Frank Alvarado](#)

Start time: 20190401 17:00

End time: 20190401 18:00

After discussion, the velocity of the team were estimated to be 26.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- Task ☒ **VRC-75** - Continued Website Functionality Testing DONE
- Task ☒ **VRC-76** - Finish Moving Old Data to New DB DONE
- Task ☒ **VRC-77** - CLONE - Continued Website Functionality Testing DONE
- Bug ☒ **VRC-78** - Fix Issue with Auto-Archive Event DONE

The team members indicated their willingness to work on the following user stories.

- [Eddie Caraballo](#)
 - Task ☒ **VRC-75** - Continued Website Functionality Testing DONE
 - Task ☒ **VRC-76** - Finish Moving Old Data to New DB DONE
- [Pablo Velazquez](#)
 - Task ☒ **VRC-77** - CLONE - Continued Website Functionality Testing DONE
 - Bug ☒ **VRC-78** - Fix Issue with Auto-Archive Event DONE

Sprint 6 Retrospective

20190412 - Sprint 6 Retrospective Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190412 16:30

End time: 20190412 16:45

What went wrong?

- Nothing!

What went right?

- Second week of sprint went smooth, no major errors after initial bugs
- Fast response to any bugs that arose due to major DB change
- End users told us they noticed improvement of overall website speed after update

How to address the issues in the next sprint?

- No next sprint

Sprint 6 Review

20190412 - Sprint 6 Review Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#) [Frank Alvarado](#)

Start time: 20190412 16:00

End time: 20190412 16:30

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners:

- Task ☒ ~~VRC-75~~ - Continued Website Functionality Testing DONE
- Task ☒ ~~VRC-76~~ - Finish Moving Old Data to New DB DONE
- Task ☒ ~~VRC-77~~ - CLONE - Continued Website Functionality Testing DONE
- Bug ☒ ~~VRC-78~~ - Fix Issue with Auto-Archive Event DONE

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- None!

Sprint 7

20190415 Daily Scrum

20190415 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190415 19:30

End time: 20190415 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Finish poster and slide presentation
- What is planned to be done until the next scrum meeting?
 - Work on final documentation/practice for showcase

- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Worked on Final Documentation
- What is planned to be done until the next scrum meeting?
 - Continue working on documentation and prepare for showcase
- What are the hurdles?
 - None

20190416 Daily Scrum

20190416 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190416 19:30

End time: 20190416 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Prepare for showcase
- What is planned to be done until the next scrum meeting?
 - Prepare for showcase
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Prepare for showcase
- What is planned to be done until the next scrum meeting?
 - Prepare for showcase
- What are the hurdles?
 - None

20190419 Daily Scrum

20190419 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190419 19:30

End time: 20190419 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Do the showcase
- What is planned to be done until the next scrum meeting?
 - Work on final deliverables
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Work on finishing documentation and videos

- What is planned to be done until the next scrum meeting?
 - Work on finishing documentation and videos
- What are the hurdles?
 - None

20190423 Daily Scrum

20190423 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190423 19:30

End time: 20190423 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - State-wide senior project showcase & installation video
- What is planned to be done until the next scrum meeting?
 - Work on final deliverable
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Work on final documentation and videos
- What is planned to be done until the next scrum meeting?
 - Work on final documentation and videos
- What are the hurdles?
 - None

20190424 Daily Scrum

20190424 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190424 19:30

End time: 20190424 19:40

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Work on final deliverable
- What is planned to be done until the next scrum meeting?
 - Work on final deliverable
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Work on final deliverable
- What is planned to be done until the next scrum meeting?
 - Work on final deliverable and videos
- What are the hurdles?
 - None

20190425 Daily Scrum

20190425 - Daily Scrum Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#)

Start time: 20190425 19:30

End time: 20190425 19:38

[Eddie Caraballo](#)

- What was done since the last scrum meeting?
 - Finish up final deliverables and meet with Frank for final sprint review
- What is planned to be done until the next scrum meeting?
 - Last meeting of the semester! Graduation time!
- What are the hurdles?
 - None

@Pablo Velazquez

- What was done since the last scrum meeting?
 - Completed video guides for different users and shortcoming/wishlist video
- What is planned to be done until the next scrum meeting?
 - Last meeting of the semester
- What are the hurdles?
 - None

20190425 Sprint Review

20190425 - Sprint 7 Review Meeting Minutes

Attendees: [Eddie Caraballo](#) [Pablo Velazquez](#) [Frank Alvarado](#)

Start time: 20190425 19:00

End time: 20190425 19:30

After a show and tell presentation, the implementation of the following user stories were accepted by the product owners: All.

- This was the final sprint review of the semester. We went over the goals we accomplished and the plans for the future of the application.
- Future changes include but not limited to:
 - HTTPS Conversion
 - Advanced Search Feature for Officers
 - Further Optimization
 - Inbox feature

The following ones were rejected and moved back to the product backlog to be assigned to a future sprint at a future Spring Planning meeting.

- None!