**Daily Scrum Meeting/Short Stand-up Meeting**

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| **Daily Scrum Meeting (15 minutes)** | | | | |
| **Date** | **Description** | **Severity**  **(out of 5)** | **Affected** | **Action** |
| 14/11/2016 | -Conduct discussion about user story.  - We found that user story is too specific. | \*\*\*\* | - | - 4 User Stories created  - Updated all 4 user stories to not so specific |
| 15/11/2016 | -Discuss what module is needed in the user story | \* | -One of the members did not attend. | -Postpone the discussion |
| 16/11/2016 | -Discuss what module is needed in the user story | \*\*\*\* | -Not all the module listed. | - Total of 5 modules decided  -Continue discussion next day |
| 17/11/2016 | -Discuss what module is needed in the user story  -Discuss what function should include in the modules  -Discuss the UI design of the software | \*\*\* | -All members are with different opinion about the UI design | -Total of 7 modules  -All basic functions inside the modules are decided  -Scrum master created a poll  -The main UI design has been decided. |
| 18/11/2016 | -Start the coding  -Design UI interface for system | \*\* | -Software ordered from a member one month ago has not been delivered yet  -Unable to start coding part without the software | -Other members help to do the task assigned to that member |
| 19/11/2016 | -Code login account module  -Code add books module | \*\*\* | -Face the problem in validating user id or password  -Face the problem with storing the book details into database | -Work together with partner to solve the problem together |
| 21/11/2016 | -Code edit books module  -Code search books module | \*\*\*\* | -Face the problem with retrieving the book details to compare from database | - Pair another member to debug together |
| 22/11/2016 | -Code borrow books module  -Code return books module | \*\*\* | - Face the problem with validating the book id | - Pair another member to debug together |
| 23/11/2016 | - Due date | - | -Only two members able to finish the task assigned before the due date  - The others couldn’t complete their task before due date and request for postpone the due date | -Postponed the due date to tomorrow |
| 24/11/2016 | - Due date | - | -All member has submitted their parts to Scrum master | - Planned to combine all parts and test the system tomorrow |
| 25/11/2016 | -Combine and test | \*\*\*\* | - Found some bugs in the code and debug | -Final checking for all documentation and submit user story to Pivotal Tracker |
| 26/11/2016 | -Submit user story to pivotal tracker | \* | - | - Submit the coding to github by tomorrow |
| 27/11/2016 | -Submit coding to github | \* | - | - |