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## Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Project 3

Sprint: 2

Prepared by: Jack Lewicki

Meeting Date: 4/7/25

### Meeting Attendees

1. Trenton Gray
2. Jack Lewicki
3. Daniel Yeung
4. Alexander Greene

### Meeting Agenda Items

- What people did
- Roadblocks
- What people will work on

### Status Update Since Last Meeting

Accomplishments:

- Daniel finished the seasonal menu and manager notifications if ingredients are low in stock
- Trenton added navigation to the manager area
- No one else wrote code, but they did research into how to implement what they are doing

Tasks Completed: Doing research, seasonal menu, and manager getting notifications

Task Description	Assigned to	Completed? (yes/no)
Seasonal Menu and Manager notification if low in stock	Daniel	yes
Navigation to Manager Area	Trenton	yes
Research on how to implement the system	Everyone	yes



## Before The Next Meeting

### Plans:

- Jack start working on making the manager reports
- Trenton finish up manager page
- Alex will do more research on how to implement

### Task Assignments:

Task Description	Assigned to
Start working on manager reports	Jack
Finish up manager page	Trenton
Research on implementation	Alex

## Minutes from Previous Meeting

The previous meeting was the Sprint 2 planning meeting. We first refreshed ourselves on the project requirements and our overall goals for the sprint. We then looked through our backlog and removed redundant and unnecessary stories. We also adjusted our backlog to make sure it contained all necessary information. We delegated responsibilities for the sprint and reevaluated our time estimations for backlog stories. We ended by planning when we would have our scrum meetings.