



Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for **Project 3**

Prepared by: Trenton Gray

Meeting Date: 3/28/25

Meeting Attendees

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

Meeting Agenda Items

- What people did
- Roadblocks
- What you will do

Status Update Since Last Meeting

Accomplishments:

- No code was written, but research was conducted on how to implement the system.

Tasks Completed: Doing research on how to implement the system

Task Description	Assigned to	Completed? (yes/no)
Research on how to implement the system	Everyone	Yes

Before The Next Meeting

Plans:

- Finish item selection page
- Finish order summary page
- Context for shopping cart

Task Assignments:

Task Description	Assigned to
------------------	-------------



Finish Item Selection Page	Alex
Finishing Category Selection	Alex
Finish Order Summary (Implement Contexts)	Trenton
Add and remove employees.	Daniel
Make context for shopping cart	Jack

Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).

We first worked to create and add user stories to our project backlog. Then, we gave each story on the backlog a time estimation. We figured out the stories to do for Sprint 1, and assigned stories to each team member. We ended by figuring out how to make the burndown chart, and catching everyone up to speed on what they need to complete by the end of the sprint. Finally, we decided on the scrum meeting times for Sprint 1.

Minutes in Bullet Form:

- Added stories to project backlog
- Gave each story on the backlog a time estimation
- Figured out what stories to do for this sprint
- Assigned stories to everyone
- Decided on scrum meeting times
- Looked for how we could make our burndown
- Caught everyone up to speed on what needed to get completed by the end of the sprint.