| **Project Name, Scrum Report - Week 3** | | |
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| Team # | Question | Answer |
| Rafael Perron (Team Rep) | What have I worked on? | I attended the first team meeting and also had an additional meeting with the PM myself to get acquainted with the project and our goals for the next week. I’ve reached out and introduced myself to my other team members and met a couple of them via zoom. |
| What will I be working on next? | We’re still waiting on our meeting with the client. For now, I’m going to familiarize myself with the data we’re going to be working with, and on Monday the PM said she would assign us tasks on Trello. So far we should just hang tight. |
| Have I run into any issues? Do I need help? | Since a lot of our progress is dependent on the client, some leeway with our deliverable 1 deadline would be nice. Our PM said she could try to talk with the professor. |
| Team Lead/Rep: Have I talked to the client recently? When are we meeting with them next? | I have not met with the client yet. I believe they are on vacation. I’m not positive when the next meeting will be; however, I think he should be back next week and my PM will inform me. |
| Tianyi Bao | What have I worked on? | Introduce myself to the team members during the Tuesday team meeting with the PM via Zoom. |
| What will I be working on next? | Take a look and get familiar with the dataset we need to analyze, coordinate the team members with which tasks we should be assigned. |
| Have I run into any issues? Do I need help? | The merge of teams makes us need to think about how to distribute workloads evenly and efficiently on all team members. |
| Adriana Alvarado | What have I worked on? | We had the first meeting this week - we introduced ourselves to each other and the project manager, went over the project description, datasets and questions to be asked as well as information provided from the client from the project manager’s meeting with them. |
| What will I be working on next? | Looking over the datasets and the questions to be answered to get a better understanding of which data fits best where. |
| Have I run into any issues? Do I need help? | As noted by the team lead, the first deliverable is expected in less than a week, yet, I haven't been assigned any tasks to get started on to tackle the project. |
| David Sullo | What have I worked on? | Attended first team meeting with PM. Was able to introduce myself to PM and other teammates. During meeting, we were able to delve deeper into the project’s description, expectation, and goals. Communicated with my Team Lead to ensure we are on timeline. |
| What will I be working on next? | Coordinating with teammates to have an additional meeting to get better acquainted. Additionally, I will be analyzing the data set to figure out how to utilize it in answering our client’s questions |
| Have I run into any issues? Do I need help? | Our team needs to divide up responsibilities now that our members are finalized. Little chaotic due to the swapping around of members but things should be settled now. |
| Song Xu | What have I worked on? | I attended the first team meeting. We were discussing our plans this semester. |
| What will I be working on next? | We will discuss future needs in the next week |
| Have I run into any issues? Do I need help? | Currently, I did not run into any issues. |