Sprint 2: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Pom and Honey Complete POS System Sprint 2

Prepared by: Preksha Vaghela

Meeting Date: 11/16/2022 @ 9:00PM

Location: Discord

## Meeting Attendees

1. Preksha Vaghela
2. Victoria Pham
3. Annie Ren
4. Hexin Hu

## Meeting Agenda Items

* Discuss the design of all items in sprint 2.
* Discuss division of tasks in the sprint backlog.
* Discuss revised expectations for all team members.

## Status Update Since Last Meeting

Accomplishments:

* Able to successfully host our website.
* Divided out all UIs/pages evenly based on each member’s skills and preferences.

Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| Host website | Victoria | Yes |
| Determine how to split out backlog and divide work | Preksha | Yes |
| Complete user studies and update designs based on this. | Preksha  Victoria  Annie  Hexin | Yes |

## Before The Next Meeting

Plans:

* Everyone will begin working on their assigned tasks and have made some progress.
* Make sure everyone can run the full application.

Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
| Code for manager sales and excess report page front-end | Annie |
| Code for inventory and menu pages front-end | Hexin |
| Code for login and updated cashier pages front-end | Preksha |
| Create API calls for all pages listed above | Victoria |

## Minutes from Previous Meeting

During the previous meeting, we discussed expectations and goals for moving forward into Sprint 2. We also discussed challenges and reassessed everyone’s skills and work from Sprint 1. We mentioned Sprint 1 fixes we wanted to work on, like implementing an individual delete functionality for the ordering page and making small fixes to the checkout page, as well as making our website view look more professional overall.

SCRUM Meeting 2 for Pom and Honey Complete POS System Sprint 2

Prepared by: Preksha Vaghela

Meeting Date: 11/20/2022 @ 7:30PM

Location: Discord

## Meeting Attendees

1. Preksha Vaghela
2. Victoria Pham
3. Annie Ren
4. Hexin Hu

## Meeting Agenda Items

* Discuss updates, current work and any issues each member has encountered.
* Discuss upcoming deadlines and plan meeting times.

## Status Update Since Last Meeting

Accomplishments:

* A cashier ordering page is fully implemented based off of the customer ordering page.
* The checkout page is easier to navigate and more user friendly.

Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| Create a cashier page | Preksha | Yes |
| Complete API calls for inventory and menu | Victoria | Yes |
| Complete manager sale and excess report page front-end | Annie | No, in progress |
| Complete inventory and menu pages front-end | Hexin | No, in progress |
| Make UI fixes to checkout page | Victoria | Yes |

## Before The Next Meeting

Plans:

* Complete all UIs and integrate the database with these pages successfully.
* Make the website look more professional.

Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
| Polish login page and integrate OAuth | Preksha |
| Create delete functionality in ordering | Preksha |
| Make website look more appealing & professional | Preksha  Victoria  Annie  Hexin |
| Complete all API call functions | Victoria |
| Work on sales and excess report page | Annie |
| Work on inventory and menu pages | Hexin |

## Minutes from Previous Meeting

In our previous meeting, we discussed our goals for Sprint 2 and divided out the work evenly. We talked about how best to communicate and work ethics to make sure the team is on the same page. We also discussed the design of the UIs we will be creating this sprint, and what information will be needed from the backend. We agreed on a set deadline for all the front-end work to be done as a goal to reach.

SCRUM Meeting 3 for Pom and Honey Complete POS System Sprint 2

Prepared by: Preksha Vaghela

Meeting Date: 11/21/2022 @ 6:00pm

Location: Discord

## Meeting Attendees

1. Preksha Vaghela
2. Victoria Pham
3. Annie Ren
4. Hexin Hu

## Meeting Agenda Items

* Discuss current updates, what each member has completed since the last meeting, and any issues each member may be currently facing.
* Reminders of deadlines, and revise these dates accordingly.

## Status Update Since Last Meeting

Accomplishments:

* Victoria completed all the backend API calls and they are all able to be fetched and used properly in the frontend.
* Annie completed the sales report from a manager view.
* Preksha completed the individual deleted functionality in the ordering page.
* Hexin completed a usable inventory page.

Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| Complete all backend api calls & fetch successfully | Victoria | Yes |
| Complete sales report | Annie | Yes |
| Create delete functionality in ordering | Preksha | Yes |
| Complete inventory UI | Hexin | Yes |
| Routing all UIs | Victoria  Preksha | No, in progress |

## Before The Next Meeting

Plans:

* Make visual fixes and logical flaws in inventory.
* Finish manager’s excess report.
* Route/integrate new pages.
* Begin splitting out tasks for Sprint 3.

Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
| Code for menu page front-end | Hexin |
| Code for excess report page front-end | Annie |
| Make UIs more accessible | Hexin  Annie  Preksha  Victoria |
| Integrate/set up routes for new UIs | Victoria |
| Revise inventory UI to make easier to be used and include missing certain logical aspects | Hexin  Victoria |

## Minutes from Previous Meeting

In the previous SCRUM 2 meeting, we discussed completed work, what each member is working on for the upcoming few days, and any issues each member may have encountered. We emphasized the need to make our website more professional and appealing to look at and discussed ways to achieve this goal. We also discussed issues with current and previous UIs and what and how to fix these issues. The primary bulk of the meeting includes an emphasis on completing these UI pages as soon as possible and figuring out the best way to route all these pages together with a login authorization.