Sprint 3: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Pom & Honey Complete POS System Sprint 3

Prepared by: Preksha Vaghela

Meeting Date: 11/23/2022 @ 7pm

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 for this sprint.
* Discuss the division of all items in the sprint backlog.
* Discuss the expectations for each team member.

## Status Update Since Last Meeting

Accomplishments:

* Created a plan of the deliverables and MVP for Sprint 3.
* Add constraints for the database to ensure the accuracy and reliability of the data in the table.
* Summarize the experience from the last sprint and base on this to update the design of the pages.

Tasks Completed:

| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| --- | --- | --- |
| Discover and estimate how to split the backlog and divide the work | Preksha | Yes |
| Add constraints for the database | Victoria | Yes |
| Summarize the experience from the last sprint | Preksha  Victoria  Annie  Hexin | Yes |

## Before The Next Meeting

Plans:

* Everyone will keep working on their own assigned pages and have some progress.
* Starting the test execution for the pages/UIs.

Task Assignments:

| **Task Description** | **Assigned to** |
| --- | --- |
| Evaluate the Navbar and improve the login + OAuth | Preksha |
| Test and discover issues for the pages/UIs. | Victoria |
| Discover and design a method to incorporate Google Translate | Annie  Hexin |

## Minutes from Previous Meeting

During the last meeting, we discussed the goals and expectations for the sprint 3. We discussed the completed work and talked about the shortcomings from the pages. We mentioned the design of accessibility needs to improve and furthermore optimize the front end design of the pages/UIs.

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

Prepared by: Preksha Vaghela

Meeting Date: 11/27/2022 @8:30 pm

Location: Discord

## Meeting Attendees

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

## Meeting Agenda Items

* Discuss the status of every team member’s assignment and revise the deadline dates accordingly.
* Discuss the challenges and roadblocks that members are facing.

## Status Update Since Last Meeting

Accomplishments:

* The login page is more easy to use and has evaluated the design of OAuth.
* Improve the functionality of the inventory page.
* Make the menu page functional.
* Add Google Translate and Google Map for the purpose of accessibility design.

Tasks Completed:

| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| --- | --- | --- |
| Improve the login page & code for Google Map integration. | Preksha | Yes |
| Create the restock code of the backend & discover and fix issues for the checkout page. | Victoria | Yes |
| Code for Google Translate integration. | Annie | Yes |
| Fix the issues with menu customization & code the restock area for frontend. | Hexin | Yes |

## Before The Next Meeting

Plans:

* Present our project to a panel of experts for improving minimum viable products.
* Implement order status page and complete the excess & employees page.
* Fix the inventory page issues.

Task Assignments:

| **Task Description** | **Assigned to** |
| --- | --- |
| Create an employee page. | Preksha & Victoria |
| Test the sale report and cashier | Victoria |
| Complete excess page and implement order status page. | Annie |
| Fix the issues of inventory. | Hexin |
| Present our project to a panel of experts | Preksha  Victoria  Annie  Hexin |

## Minutes from Previous Meeting

During the previous SCRUM 1 meeting, we discussed the complete work and the challenge and roadblocks that we were facing. We went through the working schedule and decided to keep moving forward to evaluate the pages we had done and start testing those pages.

SCRUM Meeting 3 for Pom & Honey Complete POS System Sprint 3

Prepared by: Preksha Vaghela

Meeting Date: 12/01/22 @ 8pm

Location: Discord

## Meeting Attendees

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

## Meeting Agenda Items

* Discuss the current status, and revise the deadline date as needed.
* Discuss the interview data from a panel of experts and summarize the important insights.

## Status Update Since Last Meeting

Accomplishments:

* Finish the Expert Panel Report
* Complete the order status report & employee pages
* Fixed the inventory page and made it functional
* Finish the testing process for cashier, sales report and site.

Tasks Completed:

| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| --- | --- | --- |
| Create an employee page. | Preksha  Victoria | Yes |
| Test the sale report, cashier | Victoria | Yes |
| Complete excess page and implement order status page. | Annie | Yes |
| Fix the issues of inventory. | Hexin | Yes |
| Present our project to a panel of experts | Preksha  Victoria  Annie  Hexin | Yes |

## Before The Next Meeting

Plans:

* Make the employee page fully functional.
* Keep moving forward the testing process

Task Assignments:

| **Task Description** | **Assigned to** |
| --- | --- |
| Implement employee page & debug front end. | Preksha |
| Test the manager page and site for an accessibility persona individual & debug backend. | Victoria |
| Fully complies with WCAG 2.1 | Annie |
| Test w/ test users (ppl outside of group) to receive constructive feedback | Hexin |

## Minutes from Previous Meeting

In the previous SCRUM 2 meeting, we talked about the status of each member, shared the challenges and roadblocks, and discussed the issues each member has encountered. We decided to improve our minimum viable product and learn some important insights by presenting to a panel of experts. We also emphasized the importance of testing and decided to go through a fully testing process to further improve the usability of our website.