



Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Team 64

Prepared by: Logan Talton

Meeting Date: 4/23/23

Meeting Attendees

1. Logan Talton
2. Syed Asad
3. William Tichenor
4. Vinay Mannem
5. Leo Feng

Meeting Agenda Items

- Discuss work done since last sprint
- Identify areas to continue work

Status Update Since Last Meeting

Accomplishments:

- Fixed the weather API, formatted properly and made it query less
- Connected backend to update database when smoothies are ordered

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Fix Weather API on the customer frontend page	Syed Asad/Logan Talton	yes
Connect backend to update the database whenever a smoothie is ordered	Leo Feng/Logan Talton	yes

Before The Next Meeting

Plans:

- Finish backend for sales report page
- Test and debug the project as a whole



Task Assignments:

Task Description	Assigned to
Sales Report backend	Leo
Whole project debugging/testing	Syed/William

Minutes from Previous Meeting

In our last meeting, we mostly identified the work we had done and assigned the work for our next sprint meeting. Since we did not complete the items we set out for that period, we mostly talked about the roadblocks in completing these tasks, and resolved to complete them by this meeting. We ran into some issues with the API for our weather report, and ran out of time to complete the backend for our smoothie ordering.



SCRUM Meeting 2 for Team 64

Prepared by: Logan Talton

Meeting Date: 4/29/23

Meeting Attendees

6. Logan Talton
7. Syed Asad
8. William Tichenor
9. Vinay Mannem
10. Leo Feng

Meeting Agenda Items

- Cover issues with the code
- Identify items we need to complete, as we are nearly out of time

Status Update Since Last Meeting

Accomplishments:

- Identified and fixed several issues with the project
- Finished more of the backend for recently implemented features

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Sales Report backend	Leo	yes
Whole project debugging/testing	Syed/William	yes

Before The Next Meeting

Plans:

- Finish backend for recently implemented features
- Finish menu page

Task Assignments:

Task Description	Assigned to
Implement backend for X/Z reports	Vinay



Completed menu page	Logan
Deploy on Render	Vinay

Minutes from Previous Meeting

In the last meeting we discussed how we successfully fixed the weather API, and also completed the backend for ordering smoothies. Having completed these tasks, we assigned the next set of tasks: connecting our sales report page to the database, and testing and debugging the entire project, as we are nearing the end of our time.



SCRUM Meeting 3 for Team 64

Prepared by: Logan Talton

Meeting Date: 5/1/23

Meeting Attendees

11. Logan Talton
12. Syed Asad
13. William Tichenor
14. Vinay Mannem
15. Leo Feng

Meeting Agenda Items

- Prepare project presentation
- Discuss the last things we need to finish

Status Update Since Last Meeting

Accomplishments:

- Finished up remaining major tasks other than render

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Implement backend for X/Z reports	Vinay	yes
Completed menu page	Leo	yes
Deployed on Render	Vinay	no

Minutes from Previous Meeting

In the previous meeting, we discussed our progress since the meeting before that. Mainly, we conducted a lot of testing over the entire project, and identified and fixed several bugs and issues we found. Additionally, we connected our sales report page to the backend, and tested this as well.