



Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Team 64

Prepared by: Logan Talton

Meeting Date: 3/27/2023

Meeting Attendees

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

Meeting Agenda Items

- Discuss which framework to use for our project (front-end and back-end) and assign initial roles to each member of the project.

Status Update Since Last Meeting

Accomplishments:

- We set up the version control for our project through Git. We also created a product backlog, initial sprint backlog, and burn-down chart for our project.

Tasks Completed:

| Task Description | Assigned to | Completed? (yes/no) |
|---|--------------|---------------------|
| Create Sprint backlog, Sprint backlog, and burn-down chart. | Everyone | Yes |
| Create a Github link for our project | Logan Talton | Yes |

Before The Next Meeting

Plans:

- Create a design document for the front-end of the website. Make an initial front-end page for the server side. Test querying the database using the back-end.

Task Assignments:



| Task Description | Assigned to |
|--|-------------------------|
| Query the database through the back-end. | Leo Feng, Vinay Mannem |
| Create design documents for the user, server, and manager frontend pages | William Tichenor |
| Create the initial front-end page for the server side | Logan Talton, Syed Asad |

Minutes from Previous

Meeting

N/A : This was our first scrum meeting.



SCRUM Meeting 2 for Team 64

Prepared by: Logan Talton

Meeting Date: 3/29/2023

Meeting Attendees

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

Meeting Agenda Items

- Discuss the work we did over the last 2 days. Talk about any potential roadblocks we're facing with the tasks we were assigned, and discuss future steps.

Status Update Since Last Meeting

Accomplishments:

- Design document for the front-end of our website created, for the manager and server side.
- Created sample code that selected data from the Postgresql database from our backend
- Front-end for the server side almost finished

Tasks Completed:

| Task Description | Assigned to | Completed? (yes/no) |
|--|-------------------------|---------------------|
| Create design document for the front-end | William Tichenor | Yes |
| Query the database from our back-end | Vinay Mannem, Leo Feng | Yes |
| Create front-end for server side | Logan Talton, Syed Asad | In progress |

Before The Next Meeting

Plans:

- Complete the front-end for the server side and start the front-end for the manager and customer side
- Connect the server side to the backend (create an order and decrement inventory)



Task Assignments:

| Task Description | Assigned to |
|--|------------------------|
| Complete front-end for the server side, and create a working front-end for the customer side | Logan Talton |
| Create a working version for the manager side front-end | Syed Asad |
| Add feature to make an order through the server side front-end and update the database based on that order | Leo Feng, Vinay Mannem |

Minutes from Previous Meeting

In the last meeting, we assigned team roles based on the strengths of our team members, as seen in project #2. We assigned Vinay and Leo to the backend and Syed and Logan to the frontend while William does a mix of both. We also made Logan the product manager, and discussed which frameworks we wanted to use for the frontend and backend. We then assigned important tasks to the group based on our product backlog, such as creating a design document for the frontend, making a frontend page for the server side, and setting things up with the backend and our database.



SCRUM Meeting 3 for Team 64

Prepared by: Logan Talton

Meeting Date: 4/3/2023

Meeting Attendees

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

Meeting Agenda Items

- Discuss how the progress in developing the frontend has been progressing, and if there are any roadblocks
- Discuss future steps for the project, with an emphasis on connecting the backend to the frontend.

Status Update Since Last Meeting

Accomplishments:

- Customer frontend page ~35% finished
- Manager frontend page ~40% finished
- Server side frontend page finished for now, will add additional things to the page as the project progresses.

Tasks Completed:

| Task Description | Assigned to | Completed? (yes/no) |
|---|------------------------|---------------------|
| Create a working frontend for the customer page | Logan Talton | No |
| Finish the working frontend for the server side | Logan Talton | Yes |
| Create a working frontend for the manager page | Syed Asad | No |
| Add backend feature to update database when server makes an order | Leo Feng, Vinay Mannem | No |



Before The Next Meeting

Plans: Finish frontend for customer and manager, add backend feature to update database when server makes an order.

Task Assignments:

| Task Description | Assigned to |
|---|-----------------------------|
| Create a working frontend for the customer page | Logan Talton, Syed Asad |
| Create a working frontend for the manager page | Syed Asad, William Tichenor |

Minutes from Previous Meeting

In the last meeting, we agreed to begin coding the frontend for the customer and manager side. We also planned to work on the backend by connecting the server side to the backend (updating the database inventory when ordering a smoothie).