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## Next Sprint's SCRUM Meeting Schedule

### **Sprint Planning Meeting:**

Date: April 19th, 2023

Time: 11:00 AM

Duration: 1 hour

Purpose: To plan the sprint backlog and set sprint goals

### **Scrum Meetings:**

Date: Wednesday to Friday, April 20th to 22nd, 2023

Time: 12:00 PM

Duration: 15 minutes

Purpose: To discuss the progress, challenges, and plans for the day. Also, keep track of the goals set in the sprint planning meeting.

### **Backlog Refinement Meeting:**

Frequency: Once a week (April 23rd, 2023)

Time: 11:00 AM

Duration: 1 hour

Purpose: To refine and prioritize the backlog items for the next sprint.

### **Sprint Review Meeting:**

Date: April 24th, 2023

Time: 2:00 PM

Duration: 1 hour

Purpose: To review and demonstrate the completed work of the sprint.

### **Sprint Retrospective Meeting**

Frequency: After the Sprint Review Meeting (April, 25th, 2023)

Time: 9:00 AM



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Duration: 1 hour

Purpose: To discuss what went well, what could be improved, and how to make improvements in the next sprint.



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## Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Team 64

Prepared by: Logan Talton

Meeting Date: 4/08/23

### Meeting Attendees

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

### Meeting Agenda Items

- Discuss remaining tasks left in the front end GUI of all three - customer, server and manager sides.
- Discuss backend for all three GUIs.

### Status Update Since Last Meeting

Accomplishments:

- Completed most of the frontend for the customer side of the GUI.
- Completed some of the server side of the GUI.

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Create a working frontend for the customer page	Syed Asad, Logan Talton	Yes
Create a working frontend for the manager page	Syed Asad, William Tichenor	Yes

### Before The Next Meeting

Plans:

- Work on enhancing the formatting on the front end for each page of the GUI.
- Work on the backend express commands.



Task Assignments:

Task Description	Assigned to
Make PowerPoint for the Presentation on the progress of Project 3	Leo Feng, Logan Talton, Syed Asad, William Tichenor, Vinay Mannem
Fix Weather API on the customer frontend page	Syed Asad, Logan Talton
Add distinct formatting to all three frontend pages	Leo Fend, Logan Talton

## Minutes from Previous Meeting

In the previous meeting, the team completed the frontend of the server side of the website and was still working on the customer and manager side of the GUI. These two frontend tasks were assigned to Syed and William. The team also assigned the backend update feature to update the database after each order is placed to Leo and Vinnay (and Logan also helped with this side as well).



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SCRUM Meeting 2 for Team 64

Prepared by: Logan Talton

Meeting Date: 4/11/23

## Meeting Attendees

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

## Meeting Agenda Items

- Practice project presentation.
- Discuss future steps for the project, with an emphasis on connecting the backend to the frontend.

## Status Update Since Last Meeting

Accomplishments:

- We got some of the Express commands working in our backend.

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Make PowerPoint for the Presentation on the progress of Project 3	all	Yes
Fix Weather API on the customer frontend page	Syed Asad, Logan Talton	No
Add distinct formatting to all three frontend pages	Leo Fend, Logan Talton	No

## Before The Next Meeting

Plans:

- Update the database for transactions whenever you order a smoothie through the frontend.



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Task Assignments:

Task Description	Assigned to
Fix Weather API on the customer frontend page	Syed Asad, Logan Talton
Connect backend to update the database whenever a smoothie is ordered	Leo Feng, Logan Talton

## Minutes from Previous Meeting

In the previous meeting the team completed the customer and manager pages of the frontend. We discussed that the pages still need to be formatted properly, but they are working. Additionally, the team also assigned the PowerPoint for the in class presentation equally among the team. This will include the demo of our progress on the frontend, as well pointers on how the progress of the project is going so far.



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## SCRUM Meeting 3 for Team 64

Prepared by: Logan Talton

Meeting Date: 04/15/2023

## Meeting Attendees

11. Vinay Mannem
12. Syed Asad
13. Leo Feng
14. Logan Talton
15. 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.
- Assign any remaining tasks to team members.

## Status Update Since Last Meeting

### Accomplishments:

- Finished presenting the project in front of the professor
- Got some of the Express commands to work.

### Tasks Completed:

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

## Before The Next Meeting

### Plans:

- Fix the weather API on the customer frontend page
- Connect the backend so that the database is updated every time a smoothie is ordered.



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Task Assignments:

Task Description	Assigned to
Fix Weather API on the customer frontend page	Syed Asad, Logan Talton
Connect backend to update the database whenever a smoothie is ordered	Leo Feng, Logan Talton

## Minutes from Previous Meeting

In the last meeting, the team took most of the time to practice for the presentation in person with the professor. We made some last minute adjustments to the PowerPoint and timed the presentation to meet the requirements of the professor. Additionally, we discussed the remaining tasks left to accomplish in the project. The task to fix the weather API on the customer page was assigned to Syed, and Leo and Logan volunteered to connect the backend to update the database.