SCRUM Meeting 1 Minutes (11/24/2025)
The SCRUM team met on 11/24/2025 to review the progress of Sprint 2 and plan for Sprint 3. All Sprint 2 deliverables, including the mid-project presentation, demo, written materials, GitHub Release, and Key Features Implementations, were completed on time. Completed technical tasks included the Customer Kiosk backend (Anna, Jayani, Claire), Self-Service UI (Anna), Kitchen View and Live Order Tracking (Vaidehi), Google OAuth (Anna), Weather Service API (Sarah), and project documentation and demo tasks (Vaidehi). Looking ahead to Sprint 3, the team outlined priorities such as accessibility improvements, persona testing, UI/UX refinement, and new customer-facing features. Task assignments were delegated accordingly: Vaidehi will handle low-vision accessibility, written materials, the GitHub release, demo video, and final slides; Haajirah will work on multilingual accessibility; Sarah on WCAG compliance; Jayani on customer loyalty features; Claire on drink recommendations; Anna on reorder functionality; and all members will contribute to persona testing, style consistency, responsive layout, aesthetic refinement, and the team retrospective. All Sprint 3 tasks were updated in Jira, and team members will begin work before the next meeting.

SCRUM Meeting 2 Minutes (12/01/2025)
The team held SCRUM Meeting 2 for Project 3 Sprint 3 on December 1, 2025, with all members present. The meeting focused on reviewing progress since the previous meeting, identifying remaining user pain points, and establishing a strategy for meeting the December 8th Deadline. The primary accomplishment reported was the completion of the Drink Recommendation feature by Claire. The team discussed the remaining workload and agreed to focus on the written documents if possible, and finalizing UI and styling consistency. Task assignments were updated to address specific usability pain points across the system: Haajirah will handle manager pain points, Claire and ANna will address customer issues, Claire will refine cart styling, Jayani will work on cashier pain points, Vaidehi will resolve kitchen-related issues, and Sarah will focus on menu board improvements. The team left the meeting aligned on priorities and next steps to stay on track for the upcoming deadline.

SCRUM Meeting 3 Minutes (12/05/2025)
During SCRUM Meeting 3 for Project 3 Sprint 3 on December 5, 2025, the team reviewed upcoming deadlines and aligned on expectations for completing the final deliverables. The group first discussed how they plan to meet the approaching project deadlines, then moved into an update on progress made toward resolving user pain points across different parts of the system. Since the previous meeting, substantial progress has been achieved: all Customer, Kitchen, and Menu Board User Pain Points have been completed, along with cart styling, reorder functionality, translation features, and WCAG compliance. With all functional tasks either completed or already assigned and in progress, the team confirmed that nothing new needed to be assigned. Looking ahead, the group agreed that before the next meeting they will focus on finishing the written documentation and preparing the overall project for submission.