**Daily Scrum Meeting Minutes Sharing Notes:**

Dear All,

Please use this shared document for your Daily Scrum Meeting Minutes. As a team, you must meet every day that you develop, which must be five days per week (preferably weekdays), or 10 days per sprint (sprints are two weeks long), except for the holidays.

Daily scrum meeting can take place in-person or online. During each meeting, each one of you quickly report on what you have done since the last meeting, what you plan to do until the next meeting, and what are the hurdles, if any.

The meeting minutes must be taken during the meetings (not afterwards) and reflected directly on the shared document. Taking the minutes is a group effort and everyone contributes in taking the notes.

All daily scrum meeting minutes must be reflect in this one document, one meeting minute after the other in a sequential manner. You may make a copy of the template and paste it right when you start a new meeting, starting from a new page in this document for a new meeting.

At the beginning of each meeting, each individual signs up by adding his/her name in the new meeting minute as an attendee. During each meeting, you must report in order, for example, in ascending alphabetic order of your first names.

When you are done with your own report, you will start taking notes for the next person in line. The last person in the list will take the note for the first individual in the list who reports first. After everyone has reported, you will take a moment to go over the notes taken by your team mate for your report to double check its correctness and to make sure everything is reflected in the minutes properly.

If for any reason, you missed a meeting, you still must reflect your report in the meeting minutes and you must indicate in parentheses in the attendee list that you did not attending the meeting. This must not happen more than two times during the whole semester.

Attendees: Jacob Leschen, Alain Galvan, Justin Alvarez

Start time: 11:30 AM

End time: 11:45 AM

Jacob Leschen:

* What was done since the last scrum meeting?
* Modified existing user stories to match the work I will be performing
* What is planned to be done until the next scrum meeting?
* Make new user stories that can be tackled immediately next sprint
* What are the hurdles?
* My understanding of Unity and SteamVR functions

Alain Galvan:

* What was done since the last scrum meeting?
* Finished the validation package
* What is planned to be done until the next scrum meeting?
* Finish draft vulkan renderer
* Add user story for vulkan notes
* What are the hurdles?
* Decide on specification on vulkan abstraction

Justin Alvarez:

* What was done since the last scrum meeting?
* Edited user stories
* What is planned to be done until the next scrum meeting?
* Have a small nano GUI project that runs on windows
* What are the hurdles?
* Decision needs to be made on functional requirements