**Agile Delivery Services BPA**

**RFQ ID: RFQ993471**

**Pool 1**

**Evidence Item No.: h**

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| **Daily Scrum Meeting Minutes** |

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| **Daily Scrum Meeting Minutes** | | |
| **06/18/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Team A | ALL teams review the requirements and kick off the discovery phase |
| Harry | Team C | ALL teams review the requirements and kick off the discovery phase |
| Brian | Team M | ALL teams review the requirements and kick off the discovery phase |
| Bill | Team D | ALL teams review the requirements and kick off the discovery phase |
| Irina | Team D | ALL teams review the requirements and kick off the discovery phase |

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| **Daily Scrum Meeting Minutes** | | |
| **06/19/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Working on user stories |  |
| Harry | Working on user stories |  |
| Brian | Over view of assignments |  |
| Assessing hosting needs |
| Selecting best fit technology stack |
| Bill | Working on user stories |  |
| Irina | Working on user stories |  |

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| **Daily Scrum Meeting Minutes** | | |
| **06/22/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Creating mockup |  |
| Harry | Creating mockup |  |
| Brian | Review schedule and deliverables |  |
| Creating mockup |
| Bill | Creating mockup |  |
| Irina | Creating mockup |  |

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| **Daily Scrum Meeting Minutes** | | |
| **06/23/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Iterative design of wireframes review and gap analysis |  |
| Harry | Iterative design of wireframes review and gap analysis |  |
| Brian | Review schedule and deliverables |  |
| Iterative design of wireframes review and gap analysis |
| Bill | Iterative design of wireframes review and gap analysis |  |
| Irina | Iterative design of wireframes review and gap analysis |  |

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| **Daily Scrum Meeting Minutes** | | |
| **06/24/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Harry | Prepare for UAT |  |
| Present Prototype |
| Brian | Prepare for UAT |  |
| Present Prototype |
| Direct team on actions of UAT |
| Bill | Prepare for UAT |  |
| Present Prototype |
| Irina | Prepare for UAT |  |

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| **Daily Scrum Meeting Minutes** | | |
| **06/25/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Iterative design of wireframes review and gap analysis |  |
| Harry | Iterative design of wireframes review and gap analysis |  |
| Brian | Review schedule and deliverables |  |
| Visualization integration |
| Google integration |
| Bill | Iterative design of wireframes review and gap analysis |  |
| Irina | Iterative design of wireframes review and gap analysis |  |

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| **Daily Scrum Meeting Minutes** | | |
| **06/26/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Iterative design of wireframes review and gap analysis |  |
| Provide input on demo |
| Harry | Iterative design of wireframes review and gap analysis |  |
| Brian | Review schedule and deliverables |  |
| Visualization integration |
| Google integration |
| Bill | Iterative design of wireframes review and gap analysis |  |
| Irina | Iterative design of wireframes review and gap analysis |  |

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| **Daily Scrum Meeting Minutes** | | |
| **06/29/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Iterative design of wireframes review and gap analysis |  |
| Provide input on demo |
| Harry | Provide input on demo |  |
| Code management |
| Brian | Provide input on demo |  |
| Manage and gap analysis |
| Bill | Provide input on demo |  |
| mockup |
| Irina | Provide input on demo |  |

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| **Daily Scrum Meeting Minutes** | | |
| **06/30/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Iterative design of wireframes review and gap analysis |  |
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| Harry | Iterative design of wireframes review and gap analysis |  |
| Brian | Manage and gap analysis |  |
| Bill | Iterative design of wireframes review and gap analysis |  |
| Irina | Iterative design of wireframes review and gap analysis |  |

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| **Daily Scrum Meeting Minutes** | | |
| **07/01/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Content wordsmithing and project timeline |  |
| Harry | Html layout and css |  |
| Brian | Working on the geo chart, heat map and timeline |  |
| Bill | Working on the word map visualization |  |
| Irina | Working on prototype for design |  |

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| **Daily Scrum Meeting Minutes** | | |
| **07/02/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Working on the documentation |  |
| Harry | Html layout and css |  |
| Brian | Working on the documentation |  |
| Bill | Working on the word map visualization |  |
| Irina | Working on prototype for design |  |

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| **Daily Scrum Meeting Minutes** | | |
| **07/06/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Farshad | Reminder to attach Title Page to all artifacts so that it would identify which requirement is satisfies |  |
| Harry | Navigation will be added to prototype for Pool 2, and Feedback Section will also be added using [GSAfeedback@incatech-corp.com](mailto:GSAfeedback@incatech-corp.com) |  |
| Brian | ReadMe File for Pool 1 is completed.  All artifacts would need to be linked within this document.  Uploading all Artifacts to GitHub will be handles by the COB today. |  |
| Bill | Style Guide is being created and uploaded to SharePoint for Pool 1 & 2 by COB today. |  |