**Agile Delivery Services BPA**

**RFQ ID: RFQ993471**

**Pool 2**

**Evidence Item No.: j2**

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| **Daily Scrum Meeting Minutes** |

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| **Daily Scrum Meeting Minutes** | | |
| **06/18/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | Team A | ALL teams review the requirements and kick off the discovery phase |
| Chris | Team B | ALL teams review the requirements and kick off the discovery phase |
| Sajeda | Team B | ALL teams review the requirements and kick off the discovery phase |
| Ferdouse | Team C | ALL teams review the requirements and kick off the discovery phase |
| Dave | Team C | 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 |
| Danielle | Team D | 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 |

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| **Daily Scrum Meeting Minutes** | | |
| **06/19/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | Jira project created, epics created |  |
| Chris | Assessing hosting needs |  |
| Selecting best fit technology stack |
| Phil | Assessing hosting needs |  |
| Selecting best fit technology stack |
| Ferdouse | Assessing hosting needs |  |
| Selecting best fit technology stack |
| Dave | Assessing hosting needs |  |
| Selecting best fit technology stack |
| Harry | Working on user stories |  |
| Danielle | Working on user stories |  |
| Brian | Over view of assignments |  |
| Assessing hosting needs |
| Selecting best fit technology stack |
| Bill | Working on user stories |  |

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| **Daily Scrum Meeting Minutes** | | |
| **06/22/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | Working on QA and test plans |  |
| Chris | setup server |  |
| enabled db |
| Sajeda | No Updates |  |
| Ferdouse | Procured the url |  |
| Reviewed architecture |
| Dave | CM management set up the GITHUB repository |  |
| Harry | Creating mockup |  |
| Danielle | Creating mockup |  |
| Brian | Review schedule and deliverables |  |
| Creating mockup |
| Bill | Creating mockup |  |

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| **Daily Scrum Meeting Minutes** | | |
| **06/23/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | Working on QA and test plans |  |
| Chris | setup server |  |
| enabled db |
| Sajeda | Iterative design of wireframes review and gap analysis |  |
| Review schedule and deliverables |
| Ferdouse | Procured the URL |  |
| Reviewed architecture |
| Dave | CM management |  |
| packing all installers on intranet |
| Harry | Iterative design of wireframes review and gap analysis |  |
| Danielle | Iterative design of wireframes review and gap analysis |  |
| Brian | Review schedule and deliverables |  |
| Iterative design of wireframes review and gap analysis |

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| **Daily Scrum Meeting Minutes** | | |
| **06/24/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | Prepare for UAT |  |
| Sajeda | Prepare for UAT |  |
| Chris | Prepare for UAT |  |
| Sajeda | 508 testing |  |
| Ferdouse | Prepare for UAT |  |
| Dave | Prepare for UAT |  |
| Harry | Prepare for UAT |  |
| Present Prototype |
| Danielle | Prepare for UAT |  |
| Brian | Prepare for UAT |  |
| Present Prototype |
| Direct team on actions of UAT |

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| **Daily Scrum Meeting Minutes** | | |
| **06/25/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | Working on QA and test |  |
| Chris | Setting up Ec2 environment |  |
| Sajeda | 508 testing |  |
| Ferdouse | Looking at search |  |
| Pie chart integrations |
| Dave | CM management |  |
| packing all installers on intranet |
| Harry | Iterative design of wireframes review and gap analysis |  |
| Danielle | Writing up deliverables |  |
| Report aggregation |
| Brian | Review schedule and deliverables |  |
| Visualization integration |
| Google integration |

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| **Daily Scrum Meeting Minutes** | | |
| **06/26/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | Working on QA and test |  |
| Provide input on demo |
| Chris | Setting up Ec2 post gre |  |
| Sajeda | 508 test planning |  |
| Test plan creation |
| Ferdouse | Looking at search |  |
| Pie chart integrations |
| Dave | CM management |  |
| Packing all installers on intranet |
| Harry | Iterative design of wireframes review and gap analysis |  |
| Danielle | Writing up deliverables |  |
| Report aggregation |
| Brian | Review schedule and deliverables |  |
| Visualization integration |
| Google integration |

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| **Daily Scrum Meeting Minutes** | | |
| **06/29/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | Working on QA and test |  |
| Provide input on demo |
| Chris | Provide input on demo |  |
| Automate build process |
| Sajeda | Provide input on demo |  |
| Ferdouse | Provide input on demo |  |
| Database queries |
| Dave | Provide input on demo |  |
| Harry | Provide input on demo |  |
| Code management |
| Danielle | Provide input on demo |  |
| Content review and creation |
| Brian | Provide input on demo |  |
| Manage and gap analysis |

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| **Daily Scrum Meeting Minutes** | | |
| **06/30/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | Working on QA and test |  |
| Provide input on demo |
| Chris | Provide input on demo |  |
| Automate build process |
| Sajeda | Provide input on demo |  |
| Ferdouse | Provide input on demo |  |
| Database queries |
| Dave | Provide input on demo |  |
| Harry | Iterative design of wireframes review and gap analysis |  |
| Danielle | Iterative design of wireframes review and gap analysis |  |
| Brian | Manage and gap analysis |  |

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| **Daily Scrum Meeting Minutes** | | |
| **07/01/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | QA test |  |
| Chris | Code deploy issues |  |
| Sajeda | Working on QA tests |  |
| Ferdouse | Working on the Word map visualization |  |
| Dave | CM process docs |  |
| Harry | Html layout and css |  |
| Danielle | Editing content for maps |  |
| Brian | Working on the geo chart, heat map and timeline |  |

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| **Daily Scrum Meeting Minutes** | | |
| **07/02/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | QA test |  |
| Chris | Code deploy issues |  |
| Sajeda | Working on QA tests |  |
| Ferdouse | Working on the Word map visualization |  |
| Dave | CM process docs |  |
| Harry | Html layout and css |  |
| Danielle | Editing content for maps |  |
| Brian | Working on the documentation |  |

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| **Daily Scrum Meeting Minutes** | | |
| **07/06/2015** | | |
| **Name** | **Scrum Update** | **Action Item?** |
| Parvez | QA test |  |
| Chris | Code to be pushed by COB today. |  |
| Sajeda | QA tests |  |
| 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). |  |
| Danielle | Usability testing |  |
| Brian | ReadMe File for Pool 1 is completed by Brian.  All artifacts would need to be linked within this document.  Uploading all Artifacts to GitHub will be handled by Brian by COB today. |  |