

SCRUM REPORT and MEETING AGENDA

Report #: 1____ Project Name: Health360_____
Date:04/05/21_ Prepared by: Reyandra Okvianto_____

Attendees for the meeting

1. Reyandra Okvianto
2. Pouyan Sabahi
3. Nicholas DSouza
4. Brendon Banasik
5. David Fasina

Agenda for the meeting

6. Meeting times
7. Weekly plan
8. Presentation prep
9. Review sprint backlog/Assign tasks
10. Review product backlog

Overall accomplishments since last meeting

1. Finished project proposal
2. Marked down product backlog
3. Divided tasks per sprint
4. Decided on APIs
5. Created initial burndown chart

Plans for next period

1. Prepare team meeting
2. Conduct team meeting
3. Build development environment
4. Design the web pages
5. Display API content on pages

Task assignment per team member (to be completed before the next meeting)

Task description	Assigned to
Build & Design main landing page structure (home page)	Nicholas
Build & Design landing page for fitness tab	Pouyan
Build & Design landing page for diet tab	Brendon
Pull Information from API Requests	Rey, David
Fitness API	David
Diet API	Rey
Decide on color scheme, layout, & consistent design	Nicholas, Pouyan, Brendon

Project management status

1. Created the initial product backlog & burn-down chart
2. Assigned first set of tasks to all team members till next Scrum meeting
3. Decided on what will be implemented in Sprint #1
4. Difficulties with understanding requested deliverables
5. On schedule with organizing meetings and creating documents