**Meeting Agenda**

Scrum Meeting 2  
14 March 2024

Teams Online

PM - Thomas

1. **Review sprint work.**

* Review and merge completed issues.
* Remind Sam to add documentation to the folder and approve his merge request.

1. **Questions for hallow.**

* Decide on questions and send off during or shortly after the meeting.
* Review current Q&A asked by another team.

1. **Brainstorming – Project Pitch**

* Script needs to be created reviewed by me.
* Video editor/creator selected.
* Audio created or selected.

Decide on:

* slides vs no slides.
* one presenter vs team effort.
* technical demonstration / early demo / design plans vs no demonstrations.

1. **Team Roles and Responsibilities**

* Implement wireframes (HTML/CSS) to create a visual prototype for project pitch.
* Add the react that will show the events listed in the database.
* Create backend API plan.
  + Such as what needs to be requested from the Django backend by the frontend.
  + Create the documentation, maybe a diagram that clearly shows what data the frontend will request after an action and possible how the backend will get the data.
  + Document all http requests that we have implemented and allows us to plan for future ones.
* Make sure last week’s tasks are completed or move forward what’s needed.

1. **Project Timeline and Initial Milestones**

* Discuss key milestones.
* Will we meet deadlines?

1. **Actions**

* **C**onfirm Next Meeting, thinking about project pitch deadline (18/03/24 17:00).
* Discuss possible mid-week meetup/meetings/follow-ups. (16/03/24 15:00).