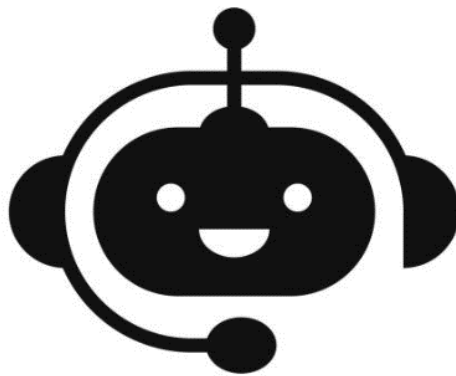


Scrum Master Documentation

Scrum Master of Group - Chatbot 5

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1 Background

A Scrum Master helps the team follow Scrum and Agile practices. They lead meetings, coach the team, solve problems, and keep things running smoothly. Key skills include good communication, problem-solving, and teamwork.

This document contains detailed documentation for each Scrum-master and team member involved in the project, along with actionable steps to enhance future collaboration, contribution, documentation and project outcomes.

2 Goal

Collect and document the work of a Scrum-master for each team member to identify strengths and areas for improvement. The goal is to provide constructive insights that can guide individual and team development, ultimately leading to more effective project execution and better collaboration.

3 Method

Feedback Collection: Gather feedback from all team members through meetings, discussions, and direct observations.

Documentation: Record the feedback, categorizing it by individual team members and specific areas of focus such as technical skills, communication, and teamwork.

Analysis: Analyse the feedback to identify common themes, strengths, and areas needing improvement for each team member.

Actionable Steps: Develop specific, actionable steps for each team member based on the feedback analysis to help them improve their performance and collaboration skills.

Review and Follow-Up: Regularly review the documented feedback in GitHub and the progress made on the actionable steps, adjusting the goals and methods as needed to ensure continuous improvement.

Group GitHub: [Link](#)

SharePoint: [Teams Recording](#)

4 Control

Tasks are divided according to the agreed weekly plan using [Trello](#) and leads the team to achieve the project's goal and objectives.

By integrating Trello for task management, GitHub for version control and reviews, individual work logs for daily tracking, and regular reviews and feedback sessions via Teams and SharePoint, we can effectively control and manage the project to meet all requirements.

5 Stand-up Meeting

Week 3-4 Scrum – Master: Ron

18/9/2024, Stand-up Meeting:

Completed Tasks:

- Team members have been working on statistics, module exercises, and refining questionnaires.
- Some members completed exercises related to Module 5 and provided feedback on proposals.
- The rich proposal and feedback from earlier versions were finalized.

Future Tasks:

- Continue working on refining the rich proposal based on feedback.
- Begin focusing on the Data Management Plan (DMP).
- Further practice on statistics and improving study methods.
- Team members will have more time to finish reading and exercises over the coming weeks.
- One person will work on international dimensions and others on various week-based tasks.

Meeting Summary:

The meeting focused on reviewing what was done in the last few days, including statistics work and proposal refinements. It also outlined future tasks such as completing the Data Management Plan, improving understanding of statistics, and dividing upcoming work over the next few weeks. There were discussions on improving study techniques and how to manage upcoming tasks efficiently, including combining questionnaire feedback and continuing proposal improvements.

19/9/2024, Stand-up Meeting:

Completed Tasks:

- Ron Lev Tabuchov reported that the questionnaire was completed and shared with the team.
- Stijn van der Pas worked on the Data Management Plan, ethics review, and informed consent letter.
- Vladislav Stoimenov collaborated on the Data Management Plan and finished the questionnaire.
- Jarro Teunissen worked on finalizing the research paper related to the study, adjusting the title and research question, and preparing it for submission.

Future Tasks:

- Ron Lev Tabuchov plans to review the research proposal and align the team on the final version for submission by Friday. Focus next week will shift towards the Data Management Plan (DMP), which is due soon.
- Stijn van der Pas and Vladislav Stoimenov will work on statistics and reading, with Vladislav focusing on Chapter 5.
- Jarro Teunissen will complete the reading after finalizing the research proposal and prepare it for submission.

Meeting Summary:

The team discussed their completed work, including the questionnaire and various documents like the ethics review and Data Management Plan. The focus for the upcoming week will be on statistics, further work on the Data Management Plan, and ensuring the research proposal is finalized for submission. The meeting concluded with a plan to divide remaining tasks and keep the team aligned.

20/9/2024, Stand-up Meeting:

Completed Tasks:

- Team successfully submitted the first project proposal.
- Created a folder structure for the Data Management Plan (DMP) including a README file.

Future Tasks:

- Team to focus on completing the DMP starting Monday. Tasks include:
- Filling out all templates for the DMP.
- Describing variables and creating the codebook.
- Reviewing the DMP on Wednesday to ensure completion and quality before submission.
- Additional work on the codebook and statistical variables to be completed as the data becomes available.

Meeting Summary:

The meeting discussed the status of the project, noting that the proposal was submitted, and the next focus is on finalizing the Data Management Plan. There was a review of DMP requirements, including the creation of a codebook and compliance with data privacy protocols. The team agreed to work collaboratively on Monday to complete the DMP and finalize it by Wednesday. Some preliminary work on the codebook will begin, though certain details will depend on the availability of data.

23/9/2024, Stand-up Meeting:

Completed Tasks:

- Created a GitHub folder for DMP (Data Management Plan) materials where all relevant files will be stored.
- Drafted parts of the checklist similar to the previous work, with some minor additions for clarity.
- A data storage protocol was discussed, which will involve cloud storage and device-based recordings.
- Initial description of the data collection process was started, using existing templates from the Medicaid Plan.
- Prepared the initial structure for the README file, which will provide an introduction and overview for the project repository.

Future Tasks:

- Complete the README file after all relevant materials are gathered.
- Finalize the description of the data collection process by verifying details from other documentation and templates.
- Finish the codebook after receiving the necessary data, which will include the variables and their explanations.
- Update the group on the progress of the data collection process and adjust the checklist accordingly.
- Review and update the research information section, ensuring that privacy concerns are addressed.
- Begin working on statistics once the remaining tasks are completed, ahead of the upcoming exam in two weeks.

Meeting Summary:

The team reviewed progress on the Data Management Plan (DMP) and discussed the tasks still needed to complete the project. The main focus was on organizing the files in GitHub, outlining the data storage and collection processes, and planning for the README file. The team agreed to divide responsibilities for finalizing various aspects of the project, including the data collection description and the codebook. The session ended with a clear plan to finish outstanding tasks before moving on to statistical analysis in preparation for upcoming deadlines.

24/9/2024, Stand-up Meeting:

Completed Tasks:

- The team made significant progress on the DMP (Data Management Plan).
- Communication with Raya confirmed that the current approach to the DMP is different but improved compared to the previous year.
- Team members worked on their statistics assignments and completed parts of their work log and learning log.

Future Tasks:

- Final confirmation of the DMP with the mentor, possibly on Wednesday or during an in-person visit.
- Team members will continue working on their statistics assignments, particularly focusing on Chapter 7 and reviewing tomorrow's session.
- The team will receive feedback on the proposal and will need to work on revisions along with the DMP.
- Further discussions and task planning will occur during Wednesday's meeting.

Meeting Summary:

The meeting focused on reviewing the progress made on the DMP and discussing the work completed the previous day. Team members are concentrating on completing statistics tasks and logging their work and learning activities. They aim to finalize the DMP and prepare for feedback on the proposal by Wednesday. No additional questions or concerns were raised, and the team agreed to regroup for further discussions midweek.

25/9/2024, Stand-up Meeting:

Completed Tasks:

- The team reviewed the proposal and made necessary edits, including addressing comments and refining the hypothesis section.
- Changes were made to the introduction and adjustments were made to align with feedback, particularly focusing on grammar, causation, and association.

Future Tasks:

- Continue work on finalizing the proposal, with emphasis on completing the hypothesis section and addressing remaining comments.
- Review and refine the DMP (Data Management Plan) after completing the proposal and questions section.
- Collaborate in the group to address any remaining tasks for the proposal, DMP, and questions.
- Plan a follow-up review session to check progress on the DMP.

Meeting Summary:

The meeting focused on updating the proposal, particularly the hypothesis section and addressing feedback from previous reviews. The team also discussed the need to refine and proofread various sections, including grammar and causation details. Future tasks include completing the proposal, addressing additional questions, and finalizing the DMP. The team agreed to provide updates on progress and collaborate further as needed. A review session is planned to finalize everything.

27/9/2024, Stand-up Meeting:

Completed Tasks:

- Team members updated their questions in the codebook and finalized changes.
- Reviewed and updated the statistics and quizzes in Brightspace.
- Statistics work continued by multiple team members.
- Updated markdown and DMP (Data Management Plan) files for submission.
- Pushed final codebook changes to GitHub.
- Reviewed feedback from the peer review announcement.

Future Tasks:

- Submit all files by 12:00, ensuring the codebook and DMP are reviewed and finalized.
- Review all templates quickly before final submission.
- Check for peer review invitations via email.
- Follow up on the DMP folder and ensure it contains all necessary materials.
- Participate in future meetings for continued coordination.

Meeting Summary:

The meeting focused on reviewing and finalizing deliverables for submission. Team members discussed the status of their individual tasks, including updates to the codebook and statistics. There was a reminder to review everything before submission, with final changes pushed to GitHub. The team also mentioned the upcoming peer review process and ensured everyone was aligned for file submission by 12:00. The DMP and markdown files were specifically highlighted as key components to be reviewed and submitted.

Sprint Progress Summary:

During this sprint, the team focused on several key areas, including finalizing the proposal, working on the Data Management Plan (DMP), and progressing on statistics assignments. Early in the sprint, the team completed refining questionnaires, finalized proposals, and started working on the DMP. By mid-sprint, significant progress was made on the DMP, including setting up a GitHub folder and reviewing the data storage protocol. The team also completed the first project proposal submission.

As the sprint progressed, efforts were concentrated on updating the hypothesis and improving sections of the proposal based on feedback. The DMP structure was finalized, and the codebook was prepared and updated in GitHub. By the end of the sprint, the team was focused on finalizing all deliverables for submission, ensuring everything was reviewed and ready for peer review.

Overall, the team demonstrated solid collaboration, progressing in all major deliverables, with a strong focus on completing the proposal and DMP, while balancing ongoing work on statistics and peer review preparations.

Week 5 Scrum – Master: Jarro

30/9/2024, Stand-up Meeting:

Completed Tasks:

- Submitted the project work in a suitable forum.
- Finalized some qualitative questions and began planning for interviews later in the week.
- Continued working on statistics and preparing for upcoming exams.

Future Tasks:

- Create a mock exam to further prepare for the statistics exam.
- Finalize the qualitative research questions and schedule interviews.
- Develop a step-by-step plan for conducting interviews, including consent forms and interview structure.
- Confirm qualitative questions with the mentor for approval.
- Work on clarifying any additional requirements for interview processes, such as consent procedures.

Meeting Summary:

The meeting highlighted progress on submitting project work and the preparation for upcoming statistics exams. The team is focusing on finalizing qualitative questions, planning interviews, and working on a mock exam for exam preparation. A step-by-step checklist for conducting interviews, including consent form procedures, will be developed. Discussions also included confirming questions with the mentor and ensuring all necessary steps are covered in the interview process.

1/10/2024, Stand-up Meeting:

Completed Tasks:

- Quantitative data collection is completed and ready for analysis.
- Team members have been working on refining interview questions and preparing for qualitative research.
- Mock exams and statistics exercises were also tackled.

Future Tasks:

- Each team member will prepare a maximum of five interview questions for the qualitative research. Finalize and share the questions in the team group by Wednesday.
- Begin analyzing quantitative data, focusing on reports and visual representations.
- Prepare research papers using both quantitative and qualitative data.
- Work on statistics practice and mock exams to improve understanding.
- Collaborate on analyzing data and making graphs together.
- Finalize the interview plan, including consent forms and structure, for interviews starting later this week.

Meeting Summary: The meeting began with discussing upcoming deadlines, particularly finishing the interview questions and starting the analysis of the quantitative data. The team agreed on preparing a maximum of five questions for interviews, focusing on both qualitative and quantitative research. Mock exams and statistics practice were also part of the tasks for the day. Quantitative data is ready for analysis, and team members will work on visualizing the data and finalizing reports. The team aims to finalize questions for interviews and start data analysis collaboratively by midweek.

2/10/2024, Stand-up Meeting:

Completed Tasks:

- Team members worked on statistics practice, interview questions, and qualitative data collection.
- Consent forms were prepared for upcoming interviews.
- Analysis of some data has begun, with the team already discussing results.

Future Tasks:

- Conduct six interviews in total, with at least one interview per person, aiming for a diverse group, including middle-aged individuals and students.
- Ensure all interview questions are finalized and placed into a central document by Friday.
- Consent forms for interview participants will be printed and ready for signing.
- Finalize all data gathering by Friday and analyze the data together next week.
- Review and refine the interview questions, making sure they are clear and appropriate for the target groups.
- Focus on analyzing quantitative data and creating visual reports.
- Check the data from yesterday's work and analyze it further, focusing on integrating it into the research paper.

Meeting Summary: The meeting began with small talk, then moved into updates about statistics practice and interview preparation. The team discussed how to finalize the consent forms and interview plans by the end of the week, aiming to conduct six interviews with a focus on diverse age groups. Team members shared feedback on interview question clarity, agreeing to allow for some flexibility during interviews to help respondents if needed. The plan is to finish data gathering by Friday, and all questions will be finalized and shared in the team group. The team also plans to analyze the quantitative data and work on research papers collaboratively.

3/10/2024, Stand-up Meeting:

Completed Tasks:

- Team members worked on statistics practice, conducted interviews, and began transcribing.
- Some interviews have been completed, and transcripts are nearly finished.
- The use of transcription tools and formatting guidance for summarizing interviews has been discussed.

Future Tasks:

- Ensure all interviews are completed by today or tomorrow and formatted consistently.
- Focus on preparing for the upcoming statistics exam, including further practice.
- Transcribe the interviews using appropriate tools (e.g., Turboscriber) and format the summaries for review.
- Share all interview summaries and transcripts in the GitHub repository for consistency and collaboration.
- Continue analyzing quantitative and qualitative data to integrate into research papers.

Meeting Summary: The meeting began with updates on interviews, with most members having conducted or scheduled their interviews. Team members were advised to ensure the interview format aligns with existing summaries in the GitHub repository. The team will focus on completing interviews and transcripts, using transcription tools to aid in summarizing the data. There were discussions about structuring the interviews, adjusting questions if they had already been answered, and finalizing the format for summaries. In addition, the team is preparing for the statistics exam, with more practice planned for the day. All data will be finalized by the end of the week.

4/10/2024, Stand-up Meeting:

Completed Tasks:

- Some interviews were completed and transcribed, with summaries and quotes added to the data folder in GitHub.
- Team members worked on statistics preparation.
- Work logs and learning logs were updated by team members.

Future Tasks:

- Ensure remaining interviews are completed and transcribed by the end of today.
- Upload all transcripts and summaries to the designated folder in GitHub.
- Continue working on statistics in preparation for the upcoming exam.
- Review and adjust interview transcripts, ensuring consistency in formatting.
- Address off-topic inquiries, such as finding AI tools to assist in creating presentations.

Meeting Summary: The meeting started with updates on interviews and transcript progress. Most members have completed their interviews and are working on transcribing and summarizing them. There was a brief discussion about AI tools for presentations, although no concrete solutions were offered. The team is focusing on wrapping up interviews and completing statistics practice for upcoming exams. All interview materials, including transcripts and audio or video files, will be organized in GitHub to ensure consistency. The meeting ended with a reminder to ask questions if needed and a commitment to continue with the planned tasks.

Sprint Progress Summary:

During this sprint, the team made significant progress in both qualitative and quantitative research efforts, as well as statistics preparation. The sprint began with a focus on conducting interviews for the qualitative portion of the project. Team members successfully completed multiple interviews, transcribed them, and uploaded both transcripts and summaries to the GitHub repository.

By mid-sprint, all interviews were finalized, with a focus on ensuring consistent formatting across transcripts and summaries. The team utilized transcription tools to streamline the process, ensuring all data was ready for further analysis. Efforts were also made to ensure proper organization of interview materials, including videos and audio files, in the GitHub repository.

In parallel, the team continued preparing for the upcoming statistics exam. Each member dedicated time to practicing statistical exercises, focusing on improving their understanding and applying this knowledge to the project.

By the end of the sprint, the team had completed all scheduled interviews, uploaded the necessary data, and was in the final stages of preparation for statistics. The sprint demonstrated strong collaboration, effective use of tools, and timely completion of the interview phase, setting the stage for upcoming data analysis and report writing.

Week 6 Scrum – Master: Vladislav

8/10/2024, Stand-up Meeting:

Completed Tasks:

- Team members discussed their recent exam, with one member expressing pride in scoring above expectations.

- Updates were provided on the status of interviews and transcriptions, with discussions on ensuring consistent formatting across summaries.
- It was noted that the Trello board requires updating, including adding task dates and individual contributions, as this had not been completed in the prior week.
- Members highlighted the need for data analysis related to individual research questions to facilitate the start of the policy paper next week.
- There was confirmation of the final presentation date set for Week 8, with the understanding that this would allow time for continued work on the research paper and evidence collection afterward.

Future Tasks:

- All interviews are expected to be finished and transcribed soon, with summaries uploaded to the GitHub repository for team accessibility and consistency.
- The team agreed on updating Trello with task dates and assignments for better task tracking and clarity.
- The team planned to work on individual data analyses and compile findings for a policy paper, aiming to begin writing next week. The final presentation on Week 8 was highlighted as a significant upcoming milestone.
- Members acknowledged the importance of planning for evidence collection ahead of time to avoid last-minute surprises.

Meeting Summary:

This meeting served to track ongoing tasks related to interview transcription, updating the Trello board, and planning for both a policy paper and a final presentation. Members highlighted the importance of organization and collaboration through task tracking and data sharing, ensuring that all evidence and analyses are readily available for upcoming deliverables.

9/10/2024, Stand-up Meeting:

Completed Tasks:

- Team members discussed their work on thematic analysis, counting, and plotting survey responses to analyze patterns, with one team member focusing on EDA for quality-quantitative data.
- There was a discussion on whether to include all survey questions in the analysis or only those directly relevant to each member's research. It appears that a method for selective analysis has been shared for efficiency.
- Members updated on individual progress with work logs, meeting summaries, and research paper drafts ahead of the feedback session.
- Plans were made to include qualitative questions in the analysis notebooks, aiming for a mixed-methods approach in supporting findings.
- It was emphasized that Trello updates were necessary for task clarity, as there were pending tasks from last week requiring action.

Future Tasks:

- The team plans to proceed with exploratory data analysis and data cleaning tasks, as well as incorporate qualitative questions.
- Members agreed on assigning specific tasks and names to the Trello board, clarifying who is responsible for each step, to enhance tracking and accountability.
- Next steps include acting on feedback received during the session, adjusting analysis as per individual research focuses, and ensuring that key insights are documented.

Meeting Summary:

This meeting highlighted a collaborative approach, with members assisting each other in refining their analyses and setting clear expectations for updates on shared resources like Trello. Integrating qualitative and quantitative data, with shared responsibility for documentation and logs, was emphasized, ensuring alignment for upcoming feedback and analysis milestones.

11/10/2024, Stand-up Meeting:

Completed Tasks:

- Ron: Worked on a startup project in response to a prompt from startup support but didn't complete all planned tasks due to distractions. Plans to work on the research paper proposal and continue developing the startup idea.
- Jarro: Although facing some challenges, intends to focus on working on research papers.
- Vladislav: Completed the quantitative analysis and began qualitative analysis. Plans to start writing the research paper over the weekend, aiming to have it completed within the remaining two weeks.
- Vladislav clarified with Ron about which part of the project Ron was referring to, ensuring that they both understood they were discussing the research paper.
- Vladislav mentioned the need to complete the data analysis promptly, as they'll soon transition to writing policy papers. This aligns their efforts to meet upcoming deadlines.

Future Tasks:

- Complete Data Analysis: Vladislav noted that finalizing both quantitative and qualitative analyses is a priority to transition smoothly to policy paper writing.
- Writing Research Papers: With two weeks left, the team intends to start drafting their research papers, making data analysis completion and preliminary writing a priority.
- Individual Responsibilities: Ron and Vladislav agreed on focusing efforts toward completing all pending tasks, especially with tighter deadlines.

Meeting Summary:

This discussion highlights good task alignment, deadline awareness, and mutual encouragement. Vladislav's proactive approach ensures they maintain clarity on each member's responsibilities. The team is balancing multiple projects and personal initiatives, aiming to consolidate their analyses and start research paper drafts, with policy paper development on the horizon.

Sprint Progress Summary:

During this sprint, the team focused on tracking ongoing tasks related to interview transcription, updating the Trello board, and planning for both a policy paper and a final presentation. Emphasizing the importance of organization and collaboration, members worked together to refine their analyses and set clear expectations for updates on shared resources. The integration of qualitative and quantitative data was a key focus, with shared responsibility for documentation and logs, ensuring alignment for upcoming feedback and analysis milestones.

Vladislav's proactive approach contributed to maintaining clarity regarding each member's responsibilities, fostering a sense of mutual encouragement and accountability. As the team balanced multiple projects and personal initiatives, they aimed to consolidate their analyses and begin drafting their research papers, all while preparing for the development of their policy paper. Overall, the sprint reflected effective task alignment and deadline awareness, positioning the team for success in their upcoming deliverables.

Week 7 Scrum – Master: Stijn

14/10/2024, Stand-up Meeting:

Completed Tasks:

- Completed the initial stage of data gathering and analysis, covering both qualitative and quantitative aspects.
- Finished data analysis for the research paper's foundation.
- Initiated writing of the research paper.

Future Tasks:

- Continue work on the research paper with a goal to complete it by midweek, aiming to shift focus to the policy paper afterward.
- Begin drafting the policy paper, with an outline and major components planned for discussion by Wednesday.

- Address remaining components in the data analysis, including plotting and coding tasks.
- Ensure certifications or notifications are handled as required by deadlines.

Meeting Summary: The team discussed progress on ongoing research projects, including completion of data analysis and the start of the research paper draft. Some team members have additional analysis to complete, while others focus on writing and preparing for upcoming presentations. There is a plan to tackle the policy paper soon, contingent on completing the current research paper. Deadlines and necessary notifications were also reviewed, with a general consensus on prioritizing tasks to stay on track.

15/10/2024, Stand-up Meeting:

Completed Tasks:

- Progress made on writing sections of the research paper, with multiple team members advancing individual portions.
- Initial work on hypotheses and analysis structure; some members clarified their approach to hypothesis testing and result interpretation.

Future Tasks:

- Finish any remaining parts of the Exploratory Data Analysis (EDA) and integrate insights into the research paper.
- Team will initiate the policy paper by tomorrow, starting with outlining key points.
- Individual tasks include refining hypotheses and consolidating findings to support conclusions.

Meeting Summary: This meeting focused on finalizing the EDA, progressing with individual sections of the research paper, and clarifying the structure for hypotheses and findings. The team plans to wrap up the research paper soon, allowing a shift to the policy paper. Plans for further discussion and support on these tasks were confirmed for the next meeting.

16/10/2024, Stand-up Meeting:

Completed Tasks:

- Finished Exploratory Data Analysis (EDA) phase and began drafting the research paper.
- Initial report writing was completed, pending review and formatting in LaTeX.

- Minor updates to Trello cards were discussed but noted as needing more consistent tracking.

Future Tasks:

- Begin work on the policy paper and plan a collaborative approach to complete it by the end of the week.
- Review and finalize the research paper draft; peer feedback is planned before finalizing in LaTeX.
- Consider creating a poster or other digital deliverable summarizing the policy paper for presentation.
- Schedule and plan group work on the paper and presentation, aiming to complete early to allow time for potential adjustments or additional unification steps.

Meeting Summary: The team reviewed recent progress, confirming that the EDA and initial research paper drafts are complete, with peer reviews to follow. The focus is now shifting to the policy paper and planning for the final deliverables, including a potential poster summarizing key points. There is a collective aim to complete the major tasks by the end of the week to allow for any required refinements or preparation for presentations in week eight.

17/10/2024, Stand-up Meeting:

Completed Tasks:

- Continued progress on individual sections of the research paper, with some members finalizing data visualizations.
- Reviewed research paper components for potential improvements, including the need for visual elements.

Future Tasks:

- Complete remaining tasks on the research paper, with a focus on incorporating necessary data visualizations and reviewing flow and coherence.
- Start drafting the policy paper upon completion of individual research paper sections.
- Plan for a possible poster or visual summary to accompany the policy paper.

Meeting Summary: The team reviewed the current status of the research paper, noting that individual sections are close to completion, with final adjustments to data visualizations still in progress. Members discussed the need to check their work and ensure all required elements are included. The team anticipates transitioning to the policy paper soon and discussed preparing additional visual deliverables to support the policy summary.

Sprint Progress Summary:

The team has made significant progress on the research paper, completing the Exploratory Data Analysis (EDA) and drafting individual sections, with final visualizations being added. The research paper is near completion, and focus will soon shift to drafting the policy paper. Task tracking will improve next sprint, and additional visual elements, such as a poster, are planned to support the policy paper presentation. Overall, the team remains on track with upcoming deadlines and deliverables.

6 General Task Table

Week	Scrum-master	Task	Status
3-4	Ron Lev Tabuchov	Project Proposal Data Management Plan	Complete
5	Jarro	Qualitative Research	Complete
6	Vladislav	Data Analysis	Complete
7	Stijn	Research Paper	Complete
8	-		

Prompts:

for every meeting transcript

Using the following transcript from our meeting, please generate a summary with the following structure: 'Completed Tasks', 'Future Tasks', and 'Meeting Summary'. Ensure the summary is concise and can be easily pasted into a Word document without special formatting (no bold or headings). Mention the date of the meeting, summarize tasks completed by the team, tasks planned for the future, and a general summary of the discussion. No need to mention names or personas, just put the bulletpoint as a team. Here is the transcript:

[Meeting Transcript]

To summary all the meeting

Provide short overall summary for the sprint/progress:

[All meeting summary from the week/scrum-master sprint]