**SCRUM REPORT and MEETING AGENDA**

Report #: 2 Project Name: Food Ninja

Date: 10/25/2020 Prepared by: Yile Chen Kyle Hsu Zichen Li Sixing Zheng

**Attendies for the meeting**

1. Yile Chen
2. Kyle Hsu
3. Zichen Li
4. Sixing Zheng

**Agenda for the meeting**

1. The project manager talks about the goal for this sprint and
2. Go over all the work we have done since the last meeting
3. Everyone shares about what he/she did since the last meeting
4. Everyone Assign tasks to the team members

**Overall accomplishments since the last meeting**

1. Found all three APIs that we need for this project
2. Modified the website template for the homepage
3. Edited LiveMache for the proposal submission

**Tasks completed by each team member since the last meeting**

|  |  |  |
| --- | --- | --- |
| Task description | Assigned to | Completed? |
| Find an API | Kyle | Yes |
| Write a report and agenda for the scrum meeting | Zichen | Yes |
| Find an API | Yile | Yes |
| Add the project logo to the homepage | Yile | Yes |
| Find a website template for the result page | Kyle | Yes |
| Finish LiveMache for the proposal | Sixing | Yes |

**Plans for the next period**

1. Start the implementation
2. Learn how to use flask
3. Finish all the documents

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

|  |  |
| --- | --- |
| Task description | Assigned to |
| Create an overall burn down chart | Yile and Sixing |
| Retrospective Report for Sprint 1 | Kyle |
| Scrum meeting Report for this meeting | Zichen |

**Project management status**

1. Compare to our ideal schedule, we are ahead of our plan
2. Individually assigned tasks include finding one working API, everyone found one API and tested by themselves.
3. We are almost done for the Sprint 1, and everything goes well so far

**Minutes from the previous meeting**

Please be thorough, a bullet list of 2-3 single-liners is not sufficient

Overview:

* We found a template and API for our project and started editing the homepage.

What did you do?

Sixing: found an API, ran it using Python and tried to access the json file, helped on finishing the documentation

Kyle: found a template for the search result page and pushed the html file to GitHub

Zichen: found the template for the scrum meeting report, created the agenda and wrote the meeting minutes

Yile: found an API, and added project logo to the homepage

What are you going to do today?

Sixing: learn how to use Flask, and continue working on the documentation for this sprint

Kyle: start looking at the next sprint and prepare the materials for it, and write a retrospective report

Zichen: Write a report and agenda for this scrum meeting, and work on the documentation

Yile: create an overall burn down chart, and learn how to use Flask

How close are we to hitting our sprint goals?

- We are close to sprint 1 completion. Our plan is to finish everything, includes the Livemache and documentation, in the Sprint 1