**SCRUM REPORT and MEETING AGENDA**

Report #: 1 Project Name: Food Ninja

Date: 10/22/2020 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
2. Go over all the work we have done since the last meeting
3. Everyone shares about what he/she did
4. Assign tasks to the team members (everyone shares about what he/she )

**Overall accomplishments since the last meeting**

1. Found a template for the result page
2. Finished writing the proposal
3. Found a website template for the homepage and changed the style to we want

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

|  |  |  |
| --- | --- | --- |
| Task description | Assigned to | Completed? |
| Create Livemache | Sixing | Yes |
| Write a proposal | All | Yes |
| find a template for the homepage | Yile | Yes |
| Change the background image of the homepage | Yile | Yes |

**Plans for the next period**

1. Continues to work on the documentation for this sprint
2. Have all the APIs ready for Sprint 2
3. Keep editing the homepage
4. Learn how to use flask

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

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

**Project management status**

1. compared to the ideal work schedule, our work is ahead of time
2. all individually assigned tasks have been completed on time
3. initial phase of sprint 1 has been started successfully

**Minutes from the previous meeting**

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

Blockers/Limitation:

- To start implementation, we need to find three APIs

What did you do?

Sixing: created and Edit the mache, found an API, edited the proposal

Kyle: edited the mache, tried to find an API for the project, edited the proposal

Zichen: edited the mache, edited the proposal

Yile: Found a website template for the homepage, changed the background image of the homepage, edited mache, edited the proposal, edited the excel for backlogs

What are you going to do today?

Sixing: find an API for the project,

Kyle: Find a website template for the result page, find an API

Zichen: Write a report and agenda for the scrum meeting

Yile: find an API for the project, add project logo to the homepage

How close are we to hitting our sprint goals?

- We are close to sprint 1 completion. Our plan is to finish editing the homepage and find recipes APIs.