**SCRUM REPORT and MEETING AGENDA**

Report #: 3 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
5. Our goal for Sprint 2

**Overall accomplishments since the last meeting**

1. Create an overall burn down chart
2. Update the backlogs for sprint1 and sprint2

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

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

**Plans for the next period**

1. Start the implementation
2. Learn how to use Flask

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

|  |  |
| --- | --- |
| Task description | Assigned to |
| LiveMache Submission | Sixing |
| Retrospective Report | Kyle |
| Scrum Meeting agenda and report | Zichen |
| Update the backlog and burn down chart | Yile |
| Learn how to use Flask | All |

**Project management status**

1. Compare to our ideal schedule, we are ahead of our plan
2. Everyone is working together on this phase to make sure everyone is on the same page before moving to the next sprint
3. Sprint 1 is very close to finishing. It is expected to be completed today
4. Everyone is doing their work on time

**Minutes from the previous meeting**

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

Overview:

* We are almost finished with all the documentation for sprint 1 and this is great

What did you do?

* Sixing: helped on finishing the documentation, and created an overall burn down chart
* Kyle: started the retrospective report, revised/edited documents
* Zichen: created the agenda and wrote the meeting minutes
* Yile: created an overall burn down chart

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 finish the retrospective report, and learn how to use Flask
* Zichen: Write a report and agenda for this scrum meeting, work on the documentation, and learn how to use Flask
* Yile: update the overall burn down chart and the backlog, 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 so that we could submit the Livemache by the end of today

Our goal for the next meeting:

* Everyone watches the tutorial on how to use Flask
* Start writing some code using Flask individually and we will put everything together in the next meeting
* Everyone is able to finish the task assign to them and know how to use Flask by the next meeting which is on next Tuesday (10/27/2020)