

## Appendix 1: SCRUM Meeting Agendas and Minutes

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SCRUM Meeting 3 SPRINT 3 for baszl

Prepared by: Zachary Fournier

Meeting Date: 12/03/21

### Meeting Attendees

1. Zachary Fournier
2. Benson Nguyen
3. Spencer Cho
4. Luke Loera
5. Asim Maredia

### Meeting Agenda Items

- Status update on work from previous scrum meeting
- Discuss new tasks for the week

### Status Update Since Last Meeting

Accomplishments:

- $\frac{2}{3}$  of post integration is working
- Login credentials fully integrated. Stores user credentials securely (encrypted)

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Post to social media fully integrated in web application	Spencer/Benson	YES
Login credentials fully integrated in web application	Luke/Asim	YES
SCRUM Meeting/Documentation	Zachary	YES
Expert Panel Report	Everyone	YES

## Before The Next Meeting

### Plans:

- Last meeting for the project, next meeting will be retrospective
- Make sure everything is completed, and we application is running smoothly

### Task Assignments:

Task Description	Assigned to
Implementation of Accessibility feature: increase font size	Everyone
Implementation of Accessibility feature: switch theme (dark mode)	Everyone

## Minutes from Previous Meeting

Last meeting we focused on getting the posting to social media functionality working on our web application. We discussed in the SCRUM meeting that we needed to call the social media APIs for the ability to post and all the technicals that went with it. We also needed to make sure that login credentials were accurate and stored properly in the database. We agreed we would all work towards these issues, as there are only a few things to implement into our web application.