Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Project 2
Prepared by: Aarthi Srinivasan
Meeting Date: 10/29/2022

Meeting Attendees

1. Aarthi Srinivasan
2. Varun Somarouthu
3. Mason Jiao
4. Harshitha Dhulipala

Meeting Agenda Items

- What we will accomplish during this work session
- What we have already discussed regarding timelines, backlogs, etc.

Status Update Since Last Meeting

*Note: This is our first meeting

Accomplishments:
- Finished product backlog, finished initial burndown chart, finished Trello board, finished timeline

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Product backlog	Everyone	Yes
Timeline breakdown, Spring 1 backlog on Trello	Varun and Aarthi	Yes

Before The Next Meeting (11/2/22)

Plans:
- Finish front end for Order Window and Manager Window
- Have backend issues resolved (excess, restock, DB)

Task Assignments:

Task Description	Assigned to
Order Window Frontend	Harshitha
Manger Window Frontend	Mason
Backend Bugs + Restock Report	Varun
Backend Bugs + Excess Report	Aarthi

Minutes from Previous Meeting

This is our first meeting.