

Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for **ProjectName**

Prepared by: Adam

Meeting Date: 4/11

Meeting Attendees

1. Adam
2. Yusuf
3. Logan

Meeting Agenda Items

- Upcoming management meeting
- Discover search ideas

Status Update Since Last Meeting

Accomplishments:

- Ingredient search
- Name search

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
The ability to search the meal list by name	Logan	yes
The ability to sort the meal list by the main ingredient	Adam	yes

Before The Next Meeting

Plans:

- Practice management meeting
- Work on discover search
- Start on speech to text

Task Assignments:

Task Description	Assigned to
Discover search suggestions	Yusuf
Speech to text functionality	Logan

Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).

In the previous meeting we started thinking about the management meeting and how to get prepared for the meeting. We started working on slides for the meeting and assigned who would talk about each portion of the project. We also planned completion of the name search and ingredient sorting functions.

SCRUM Meeting 2 for **ProjectName**

Prepared by:

Meeting Date: 4/15

Meeting Attendees

4. Adam
5. Yusuf
6. Logan
- 7.

Meeting Agenda Items

- Management meeting preparation for today
- Discover search

Status Update Since Last Meeting

Accomplishments:

- Website able to be viewed
- Discover search mostly completed

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Heroku website was able to be launched	Logan	Yes
Discover search functionality	Yusuf	Partially

Before The Next Meeting

Plans:

- Speech to text
- Look at timer api feature

Task Assignments:

Task Description	Assigned to
Speech to text accessibility feature	Logan
Timer api addition to recipe page	Adam

Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).

We discussed the management meeting and did a small test run by just laying out the order of events for the meeting. Assigned tasks for the discover search and speech to text to be worked on.

SCRUM Meeting 3 for **ProjectName**

Prepared by: Adam

Meeting Date: 4/19

Meeting Attendees

8. Adam
9. Yusuf
10. Logan
- 11.

Meeting Agenda Items

- Plan goals to try and finish in this sprint
- Start planning next sprint ideas

Status Update Since Last Meeting

Accomplishments:

- Discover search completed
- Speech to text working

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Discovery search suggestion from website	Yusuf	Yes
Speech to text functionality	Logan	Yes

Before The Next Meeting

Plans:

- Look at nutrition APIs
- Update product backlog

Task Assignments:

Task Description	Assigned to
Look for suitable nutrition API to calculate nutrition	Adam
Update the product backlog and add new tasks	Yusuf

Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).

Talked about the success of being able to launch the website on Heroku and how to complete the discover search. Planned more speech to text ideas and different potential timer features.