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## Appendix 1: Scrum Meeting Agendas and Minutes

Scrum Meeting 4 for Project 3

Prepared by: Evan Oliai, Alana Ordonez

Meeting Date: November 12, 2022

### Meeting Attendees

1. Karanja Evans
2. Jason Le
3. Trisha Narwekar
4. Evan Oliai
5. Alana Ordonez
6. Charles Tran

### Meeting Agenda Items

- Sprint 1 User Study
- Implementation of UI for manager-side reports
- Adding of item category for inventorying
- Review of accessibility documentation (WCAG 2.1)
- Further visuals and accessibility planning
- Deployment discussion

### Status Update Since Last Meeting

Accomplishments:

- Sprint 1 testing completed

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Complete Sprint 1 testing	Evan	yes
Complete user study from Sprint 1	Alana	no
Create UI for sales report - Manager	Trisha	no
Create UI for excess report - Manager	Charles	no
Create UI for restock report - Manager	Charles	no



Add item to inventory	Trisha	no
Review WCAG 2.1 documentation	Evan	no
Add accessibility toggle buttons - Customer	Charles	no
Add visuals for topping selection	Jason	no
Deployment	Charles, Alana	no

## Before The Next Meeting

### Plans:

- Implement changes from Sprint 1, and clean up the UI
- Fix pair-of-items sales analysis on the manager side
- Create API keys for the authentication system

### Task Assignments:

Task Description	Assigned to
Implement changes from Sprint 1	Karanja
Clean up UI	Trisha
Fix pair-of-items sales analysis - Manager	Karanja
Create API keys for OAuth Login	Charles

## Minutes from Previous Meeting

The group used the previous scrum meeting mainly to discuss any headwinds that have been plaguing each individual's work with regard to the design of the point-of-sale system, both on the front and back ends. In addition, we discussed API implementation, for authentication, geolocation, and translation.



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## SCRUM Meeting 5 for Project 3

Prepared by: Evan Oliai, Alana Ordonez

Meeting Date: November 16, 2022

## Meeting Attendees

1. Karanja Evans
2. Jason Le
3. Trisha Narwekar
4. Evan Oliai
5. Alana Ordonez
6. Charles Tran

## Meeting Agenda Items

- Implementation of UI for manager-side reports
- Project 1 issues that have not yet been resolved
- Adding of item category for inventorying
- Visuals and accessibility planning
- Deployment discussion

## Status Update Since Last Meeting

### Accomplishments:

- Sprint 1 User Study completed
- WCAG 2.1 guidelines reviewed
- API keys for authentication system created

### Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Complete user study from Sprint 1	Alana	yes
Create UI for sales report - Manager	Trisha	no
Create UI for excess report - Manager	Charles	no
Create UI for restock report - Manager	Charles	no
Add item to inventory	Trisha	no
Review WCAG 2.1 documentation	Evan	yes



Add accessibility toggle buttons - Customer	Charles	no
Add visuals for topping selection	Jason	no
Deployment	Charles, Alana	no
Implement changes from Sprint 1	Karanja	no
Clean up UI	Trisha	no
Fix pair-of-items sales analysis - Manager	Karanja	no
Create API keys for OAuth Login	Charles	yes

## Before The Next Meeting

### Plans:

- Create API keys for the implementation of Google Maps into the software
- Add manager and server logins via the authentication system

### Task Assignments:

Task Description	Assigned to
Create API keys for Google Maps	Charles
Add OAuth Login - Manager	Alana
Add OAuth Login - Server	Evan

## Minutes from Previous Meeting

The primary items discussed in the previous scrum meeting dealt with the implementation of the UI for manager-side reports, additional planning of the software's visuals and accessibility features, and the deployment of the point-of-sale system. More minor items discussed include a repair of the manager side's pair-of-items sales analysis and the creation of API keys for their implementations into the point-of-sale system.



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## Scrum Meeting 6 for Project 3

Prepared by: Evan Oliai, Alana Ordonez

Meeting Date: November 21, 2022

## Meeting Attendees

1. Karanja Evans
2. Jason Le
3. Trisha Narwekar
4. Evan Oliai
5. Alana Ordonez
6. Charles Tran

## Meeting Agenda Items

- Manager and server logins via the authentication system
- Project 1 issues that have not yet been resolved
- Visuals and accessibility planning
- Deployment discussion

## Status Update Since Last Meeting

### Accomplishments:

- Changes from Sprint 1 implemented
- UI for manager-side reports created
- Added item category to inventorying
- Made the software's customer-end more accessible
- Created API keys for the implementation of Google Maps into the software

### Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Create UI for sales report - Manager	Trisha	yes
Create UI for excess report - Manager	Charles	yes
Create UI for restock report - Manager	Charles	yes
Add item to inventory	Trisha	yes
Add accessibility toggle buttons - Customer	Charles	yes



Add visuals for topping selection	Jason	no
Deployment	Charles, Alana	no
Implement changes from Sprint 1	Karanja	yes
Clean up UI	Trisha	no
Fix pair-of-items sales analysis - Manager	Karanja	no
Create API keys for Google Maps	Charles	yes
Add OAuth Login - Manager	Alana	no
Add OAuth Login - Server	Evan	no

## Before The Next Meeting

### Plans:

- Implement the Google Maps API into the software for all roles

### Task Assignments:

Task Description	Assigned to
Add Google Maps API - Manager	Trisha
Add Google Maps API - Server	Karanja
Add Google Maps API - Customer	Evan

## Minutes from Previous Meeting

The previous scrum meeting was roughly a continuation of the meeting that came before it, which dealt with the implementation of the UI for manager-side reports, additional planning of the software's visuals and accessibility features, and the deployment of the point-of-sale system. In addition, we attempted to fix any issues from the first iteration of the point-of-sale system that have not yet been resolved, and started to implement the required APIs into the software.