
Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Project 3

Prepared by: Theresa Tran

Meeting Date: 11/7/2025

Meeting Attendees

1. Nitin Achuta
2. Aryan Gandhi
3. Harry Ko
4. Thomas Docog
5. Theresa Tran

Meeting Agenda Items

- Review product backlog
- Review sprint backlog
- Review burn charts

Status Update Since Last Meeting

Accomplishments:

- Everyone did their research
- Everyone contributed to the product backlog

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Research on our tech stack and deployment (React, express, vercel, etc.)	ALL	YES
Finalize product backlog	ALL	YES
Brush up on typescript	ALL	yes

Before The Next Meeting

Plans:

- Begin mob-coding of MVP



- Plan/outline full functionality and features of cashier view
- Code skeletal structure of manager, customer, and menu order views
- API connections

Task Assignments:

Task Description	Assigned to
Code manager view	ALL (Mob coding session, lead by Harry)
Code customer view	ALL (Mob coding session, lead by Nitin)
Code menu order view	ALL (Mob coding session, lead by Theresa)
API connections	ALL (Mob coding session, lead by Aryan)

Minutes from Previous Meeting

None.