# COMP 5423 Software Engineering Processes, CS Dept, PVAMU
## Fall 2016 SCRUM MASTER DAILY/WEEKLY FORM

This form must list the date of each week, tasks assigned to each team member for the week, and the answers to the three questions that the Scrum Master must ask each team member every day. All members MUST sign the form. Entries in this form WILL contribute towards individual member grade changes. Incorrect information WILL lead to grade degradation of entire team. This form MUST be submitted to the instructor EVERY week by the SM to the instructor at beginning of class. Each team will project this form in class, to present their progress in class each week.

**Project Name:** _____  **Time set for call / meeting each day:** _____ **AM  PM**

| Date of each week: | / / 16 | / / 16 | / / 16 | / / 16 | / / 16 | / / 16 | / / 16 |
|---|---|---|---|---|---|---|---|
| **Master Name:** | SM: All tasks accomplished?: Yes  No | | | | SM Sign: | | |
| **Tasks Assigned for the week:** | | | | | | | |
| **What did you do?** | | | | | | | |
| **What obstacles you had?** | | | | | | | |
| **What do you plan to achieve?** | | | | | | | |

| Date of each week: | / / 16 | / / 16 | / / 16 | / / 16 | / / 16 | / / 16 | / / 16 |
|---|---|---|---|---|---|---|---|
| **Member 2 Name:** | SM: All tasks accomplished?: Yes  No | | | | Mem 2 Sign: | | |
| **Tasks Assigned for the week:** | | | | | | | |
| **What did you do?** | | | | | | | |
| **What obstacles you had?** | | | | | | | |
| **What do you plan to achieve?** | | | | | | | |

| Date of each week: | / / 16 | / / 16 | / / 16 | / / 16 | / / 16 | / / 16 | / / 16 |
|---|---|---|---|---|---|---|---|
| **Member 3 Name:** | SM: All tasks accomplished?: Yes  No | | | | Mem 3 Sign: | | |
| **Tasks Assigned for the week:** | | | | | | | |
| **What did you do?** | | | | | | | |
| **What obstacles you had?** | | | | | | | |
| **What do you plan to achieve?** | | | | | | | |