# Standup Procedures

1. Scrum Master is assigned
   1. Wheel of Fate
      1. [Picker Wheel - Spin the Wheel to Decide a Random Choice](https://pickerwheel.com/)
2. Questions to be asked
   1. What did you do yesterday?
   2. What will you be working on?
   3. Are you having any problems?
3. Have all members write their answers in a form in Teams

# Project Manager Meeting

* All Team Members - Saturdays 2:00pm ~ 3:00pm
* Possibly in Library Conference Room
* Procedures
  + Assign secretary to document the meeting, compile member notes on the pages handed out
    - Wheel of Fate
      * [Picker Wheel - Spin the Wheel to Decide a Random Choice](https://pickerwheel.com/)
  + Written Items
    - Address concerns lists
    - Discuss previous tasks
    - Discuss upcoming tasks
    - Discuss plans for user meetings
  + Verbal Items
    - Discuss new project/task concerns
    - Retrospective on past week
      * Things done well
        + Commit to consistency
      * Things not done well
        + Form an action plan to resolve, commit

# Security Meeting

* Caleb & Mason - Thursdays 4:00pm ~ 5:00pm
* Mason
  + Current security concerns, if any
  + Things still needing to be secured, that he knows of
  + Present Risk Ledger
  + Writes these, submits in Teams
* Both
  + Analyze website and database functionality for security problems (assertions, program flow, etc.)

# Database Meeting

* Caleb & Timothy - Tuesdays 3:30pm ~ 4:30pm
* Timothy
  + Current database concerns
    - Can include:
      * Items still needed to be created
      * Performance concerns
      * Security concerns
      * Etc.
  + Newly created database items
    - Present ERD
  + Writes these, submits in Teams
* Both
  + Analyze database code for security vulnerabilities, performance issues, and things not functioning correctly
  + Evaluate what the state of the database is

# Quality Assurance Meeting

* Caleb & Himprawa – Fridays 3:00pm ~ 4:00pm
* Himprawa
  + State of Acceptance Tests
    - What is passing
    - What is failing
  + Percentage estimate on current tasks
  + Coding conventions
  + Writes these, submits in Teams
* Both
  + Evaluate Planner
    - Dates of tasks
    - State of tasks
  + Look over Coding Conventions