

Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for 02M

Prepared by: Allen Li

Meeting Date: October 31st, 2023

Meeting Attendees

1. Allen Li
2. Gavin Bardwell
3. Gabriel Marshall
4. Gabriel Traslavina

Meeting Agenda Items

- Plan our sprint one
- Determine how long tasks will take. Focus on tasks that use the least effort but make the most difference

Status Update Since Last Meeting

Accomplishments:

- Split up tasks. Tasks will for the most part reflect Project 2:
 - Allen on cashier
 - Gabe T on manager
 - Gabe M + Gavin on Menu, Home page, Customer, etc.
- Figured we would get UI done first since it is most important. But begin to learn backend.
- Discuss the team meeting and the points we will include in the PowerPoint presentation.
- Figure out when the next SCRUM is

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
None		

Before The Next Meeting

Plans:

- Work on designated tasks

Task Assignments:

Task Description	Assigned to
Start Cashier UI	Allen
Start Manager UI	Gabe T
Get backend ready for menu stuff	Gabe M
Start looking at OAuth, different API, help with home and menu	Gavin

Minutes from Previous Meeting

Since this was our first official scrum meeting we do not have minutes from previous SCRUMs. However, we met informally to discuss our plans for the project, environment set up, etc.

SCRUM Meeting 2 for 02M
Prepared by: Gabe T
Meeting Date: November 2, 2023

Meeting Attendees

5. Allen Li
6. Gavin Bardwell
7. Gabriel Marshall
8. Gabriel Traslavina

Meeting Agenda Items

- Complete the team presentation PowerPoint, rehearse to keep within the time frame
- Continue working on assigned items.
- Make sure the group is using good coding practices

Status Update Since Last Meeting

Accomplishments:

- Allen started on the cashier UI as well as the homepage
- Gabe T got a general layout for the manager
- Pretty much finished/sorted out the plan to finish the team presentation
- Figure out the next SRUM
- Allen cleaned up his code

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Start on cashier UI	Allen	No
Start on backend	Gabe M	No
Started on manager prototype and page organization	Gabe T	No
Getting menu started (front and backend)	Gavin	No

Before The Next Meeting

Plans:

- We will meet Friday morning to record video
- Everyone continues to fill in PowerPoint slides

Task Assignments:

Task Description	Assigned to
Continue manager view, if we cant make it fully functional at least show generally where items will be	Gabe M, Gavin
start customer view front and backend	Gabe M
Continue working on menu	Gavin
Finish frontend functionality of cashier, try to do backend if possible	Allen

Minutes from Previous Meeting

In the previous meeting we assigned roles, and discussed good meeting times.

SCRUM Meeting 3 for 02M

Prepared by: Allen Li

Meeting Date: Nov 6, 2023

Meeting Attendees

9. Allen Li
10. Gavin Bardwell
11. Gabriel Marshall
12. Gabriel Traslavina

Meeting Agenda Items

- See what still needs to be done for sprint 1

Status Update Since Last Meeting

Accomplishments:

- Cashier and manager view are coming along
- Few group members have been busy with other classes
- Figure out SCRUM meeting dates for next sprint

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Finish cashier UI	Allen	almost
Finishing up menu	Gavin	
Get general manager down	Gabe T	almost
Get rough view of customer	Gabe M	

Before The Next Meeting

Plans:

- Finish all tasks for sprint 1

Task Assignments:

Task Description	Assigned to
Finish Cashier UI	Allen
Get solid working of manager UI	Gabe T
Get solid working of home or menu or both	Gavin
Get solid working of customer UI	Gabe M

Minutes from Previous Meeting

In the previous meeting we had a general progress update. A lot of the time was attributed to working on the team PowerPoint and presentation that was due the next day.

