



Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Piada Project

Prepared by: Sarah

Meeting Date: 10-27-2023

Meeting Attendees

1. Ayo
2. Teresa
3. Sarah

Robin is out sick

Meeting Agenda Items

- Discuss Customer GUI design
- Discuss Cashier GUI design
- Decide on GUI designs to use
- Determine what site we will host the website
- Finalize the front-end and back-end programming languages we will use
- Check that customizations are implemented in the database

Status Update Since Last Meeting

Accomplishments:

- n/a this is the first meeting

Before The Next Meeting

Plans:

- Using Vercel to host website
- Decided to use existing Cashier GUI
- Decided to use the sketch on Customer GUI
- Using react for front-end

Task Assignments:

Task Description	Assigned to
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Make designs for GUIs	All
Figure out how to use Vercel to host the website	All
Work on MVP for Cashier GUI	Sarah and Teresa
Work on MVP for Customer GUI	Robin and Ayo



SCRUM Meeting 2 for Piada

Prepared by: Sarah Smeltzer

Meeting Date: 10-30-2023

Meeting Attendees

1. Robin
2. Ayo
3. Teresa
4. Sarah

Meeting Agenda Items

- Determine what was worked on over the weekend, any roadblocks, etc.
- Goal is to get MVP done by monday night to test on tuesday
- Customer GUI

Status Update Since Last Meeting

Accomplishments:

- Basic Front page of Cashier GUI is done, bare bones
- Made a sketch for Customer GUI

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Make designs for GUIs	All	yes
Figure out how to use Vercel to host the website	All	In progress
Work on MVP for Cashier GUI	Sarah and Teresa	In progress
Work on MVP for Customer GUI	Robin and Ayo	In progress

Before The Next Meeting

Plans:

- Make barebones Cashier and Customer GUI by Monday night
- Test and put all the code together by tuesday



Task Assignments:

Task Description	Assigned to
Make simple documentation on Customizations Table <ul style="list-style-type: none">- Also figure out Kids menu customizations	Teresa
Front-end for Cashier GUI <ul style="list-style-type: none">- Basic layout of buttons and selections- Basic css design	Sarah
Back-end Cashier GUI <ul style="list-style-type: none">- Adding new Order to document- Customizations for Kids	Teresa
Front-end Customer GU <ul style="list-style-type: none">- Same as cashier gui	Robin
Back-end Customer GUI <ul style="list-style-type: none">- Same a cashier gui	Ayo



SCRUM Meeting 3 for Piada

Prepared by: Sarah Smeltzer

Meeting Date: 10-31-2023

Meeting Attendees

1. Robin
2. Ayo
3. Teresa
4. Sarah

Meeting Agenda Items

- Review Pull request to make sure everyone's branches merge properly
- Test functionality of MVP of cashier and customer GUIs
- Ensure the backend works and properly updates the database

Status Update Since Last Meeting

Accomplishments:

- Created Cashier GUI - Sarah
- Created Customer GUI - Robin
- Created Back-end for Cashier - Teresa
- Created Back-end for Customer GUI - Ayo

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Make simple documentation on Customizations Table <ul style="list-style-type: none">- Also figure out Kids menu customizations	Teresa	No, In progress
Front-end for Cashier GUI <ul style="list-style-type: none">- Basic layout of buttons and selections- Basic css design	Sarah	Yes
Back-end Cashier GUI <ul style="list-style-type: none">- Adding new Order to document- Customizations for Kids	Teresa	Yes
Front-end Customer GU	Robin	Yes



- Same as cashier gui		
Back-end Customer GUI - Same a cashier gui	Ayo	Yes

Before The Next Meeting

Plans:

- Sprint Retrospective
- Plan Sprint 2 Planning Meeting

Task Assignments:

Task Description	Assigned to
Participate in Sprint 1 Retrospective and Sprint 2 Planning Meeting	Everyone