

Meeting Agenda

Team: 23andMe Date: May 30, 2021 Time: 6:00 PM

Topic 1: Agile - Sprint Review Meetings

-A common meeting ceremony in Agile is held to review the sprint to see what has been accomplished. This ceremony is usually called a *sprint review meeting* and it serves as a time for team members to "show and tell" what has been accomplished. Very often stakeholders and managers will be invited to this meeting to see the progress made.

-You should hold the sprint review meeting at the conclusion of the sprint (Friday, Saturday or Sunday) and allocate at least 30mins to do so. Each member should attend and speak in the meeting and notes, screen captures, or even demo videos should be taken. Attendance should be noted in your meeting notes and the high points saved in a markdown file in your repo (`/admin/meetings/MMDDYY-sprint-X-review.md` where **X** is the sprint number).

Topic 2: Agile - Retrospective

- It went past me and I didn't realize this was due Tuesday, my apologies.
- [GROUP RETROSPECTIVE LINK](#)
- (`/admin/meetings/MMDDYY-retrospective.md`).

Topic 3: Documentation - Internal Documentation : ADR (Architectural Decision Records) Due 5/25

- <https://docs.google.com/document/d/1vnyqzsP9SFUURVRW1S3aFnTGQImbRK26FmojSQK6liU/edit#> ←----- Add your ADRs with this template and push to repo

Topic 4: Team Coding Session to Integrate Parts

Meeting Notes

- Sprint Review Meeting:
Christopher Yoon: List component works and fixing a few bugs that don't allow for the correct display/sort of bullet prioritizations
Daniel Huynh: No current progress; will pick up this week
Kent Utomo: Worked on the backend, hooked up and created Backend APIs

Michael Fu: Worked On Skeleton HTML for integrating components

Sophia Lui: Worked on Day Picker

Wen Tian: The mood tracker has bugs, but will be fixed after. Compilation of the pie chart of the moods works, but need to fix the bugs.

Yuchen Jin: Fixing the logic within the mood tracker and right now should work

Action Items

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Meeting Attendance (just place initials next to your name):

Bas Beeuwsaert:

Caroline Xiong:

Christopher Yoon:

Daniel Huynh:

Kent Utomo:

Michael Fu:

Sophia Lui:

Wen Tian: WT

Yuchen Jin: