

# Scrum Meeting Report

**Date:** June 20, 2023

**Time:** 7:05PM - 7:20PM

**Location:** Birkbeck Room MAL 403

## Attendees:

Adebowale Banjo (Scrum Master)

Ravee Athapattu Hunkiri (Development Team)

Emeka Udeze (Development Team)

## Agenda:

1. Daily updates from each team member
2. Impediments and obstacles
3. Sprint progress and upcoming tasks
4. Action Items
5. Any other business

## Daily updates from each team member:

- Emeka stated that he will be committing on Github some drafts of features specifications and other documentations so that team member can access it individually before the next meeting, for the team to decide and select the important features for the product backlog items.
- Emeka requested for assistance with the reviewing of the code for the phase 1 task.
- Adebowale stated that she had completed the scenario and persona and was now submitting the papers to Github while waiting for the teams' assessment.

## Impediments and obstacles:

Ravee noted that the draft features specification, user stories and other scrum artefacts has too many functionalities to be covered within the timeline for the project and suggested that the team select the most important ones according to their priorities to limit the scope of the project to a manageable size.

## Sprint progress and upcoming tasks:

- Adebowale provided an update on sprint progress, indicating that the team needs to conclude the sprint to proceed to the next sprint.
- Ravee proposed a code review session for the next meeting to verify code quality and handle any potential concerns.
- Emeka suggested that prioritization of requirements and features specifications be also addressed during the code review session.
- Ravee handed over the documentation to Emeka, so he can commence the phase 2 coding and conduct the phase 1 code review.

**Action Items:**

- Ravee to conduct a code review session for the team.
- Emeka to update commits on Github and Codio.

**Any other business:**

- Adebowale reminded the team about the next sprint retrospective and encouraged everyone to strive to achieve the sprint goal by next meeting.

**Next Meeting:**

Sprint Retrospective Meeting on June 22, 2023, time to be communicated.