

# Scrum Meeting Report

**Date:** July 4, 2023

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

**Location:** Birkbeck Room MAL 403

## Attendees:

Adebowale Banjo (Development Team)

Ravee Athapattu Hunkiri (Scrum Master)

Emeka Udeze (Development Team)

## Agenda:

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

## Updates since the last standup:

- Ravee has finalized and commit the phase 2 codes and assess the tasks involved in the third phase.
- Emeka and Adebowale documented the scrum meetings and documentation of the second phase.
- Drafting the phase 2 documentation (ERD and Use Cases) in the third phase since the third phase contains them as requirements has commenced.

## Sprint progress:

During the meeting, we discussed about Phase 3 aspect of the project and the scrum leader gave each team member task, Adebowale was assigned to produce the ER Diagram and the presentation layer code, Emeka was assigned to produce the User Case Diagram and data layer code, while Ravee will work on the application layer code.

The scrum leader advised we work together since we need some information from each other and if we have any issue coming up with the codes, we can ask for help. Also, we agreed that since the lectures is coming to an end, we need to find a common ground for the scrum meetings given that we have been having our scrum meetings in-person during lectures break times and after lectures. We proposed using online platforms after our final lectures on 4th July.

## Upcoming tasks

- Working on the final report, review of codes and committing them on github.

**Next Meeting:**

Sprint Retrospective Meeting on July 10, 2023, Birkbeck Room MAL 403.

**Meeting Adjourned:**

The meeting was adjourned at 7:20PM, after discussing all the agenda items.