Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Project 3 Sprint 3
Prepared by: Kevin Tran
Meeting Date: November 24, 2025

Meeting Attendees

1. Kevin Tran
2. Kevin Murdock
3. Thai Truong
4. Srihari Yechangunja
5. Drew Eldridge
6. Roman Nasyrov

Meeting Agenda Items

- Accessibility features status
- Beyond features

Status Update Since Last Meeting

Accomplishments:
- Accessibility features
- Partially finished error handling
- Weather API
- Order customization for employee/managers

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Implement accessibility features for Maria (ID: 51, 74)	Srihari Y.	yes
Implement accessibility features for Vishnu (ID: 73)	Roman N.	yes
Implement accessibility feature for Carol (ID: 75)	Drew E.	yes
Implement UI for accessibility features (ID: 82)	Srihari Y.	yes
Implement error handling for ordering system + history (ID: 66, 77)	Roman N.	yes

Implement error handling for menu editor - manager (ID: 78)	Kevin M.	yes
Add Weather API (ID: 76)	Thai T.	yes
Add customization lvls when ordering as a manager/employee (ID: 83)	Kevin T.	yes

Before The Next Meeting

Plans:
- Start working on beyond features
- Make sure menu board fits in desired resolutions
- Add assigned additional features for managers

Task Assignments:

Task Description	Assigned to
Customer account and beyond features (ID: 86-89)	Srihari Y.
Menu board fitting (ID: 33)	Srihari Y.
Implementing report generation (ID: 57, 62)	Kevin T.

Minutes from Previous Meeting

The previous meeting was a mix of finishing our implementation of our login using OAuth, accessibility features, and manager/employee interfaces. As most of us had exams this week, many people in our group were not able to finish their tasks by the next scrum meeting, which includes mostly our accessibility features for Maria, Vishnu, and Carol. However, there was at least progress made on the accessibility features and we ended up finishing the rest of our interfaces for our managers/employees. Assigned tasks planned for this meeting include: finishing our accessibility features, adding our weather API, adding customizations when ordering as a manager/employee, and lastly adding error handling for half our manager/employee interfaces.