

SCRUM REPORT and MEETING AGENDA

Report #: 7 Project Name: Coffee Connect
Date: 4/25/2021 Prepared by: Nicholas Soliman

Attendees for the meeting

1. Nicholas Soliman
2. Pierre Vu
3. Joanna Zhou
4. Gian Lezotte

Agenda for the meeting

5. Answer some retrospective questions to improve our teamwork skills
6. Discuss what we have accomplished thus far
7. Devise a plan for the upcoming sprint and list all tasks we need to accomplish

Overall accomplishments since last meeting

1. Made a significant amount of progress in the integration of APIs into the home feed
2. We successfully circumvented authentication
3. We have taken steps into creating a fully functional friends feed

Tasks completed by each team member since last meeting

Task description	Assigned to	Completed?
We partially completed the updating of the home feed	Joanna/Nick	yes
Successfully circumvented authentication	Gian	yes
Get profile to persist throughout the website	Gian	no
Have taken steps into creating a fully functional friends feed	Pierre	yes

Plans for next period

1. We hope to create a fully functional friends feed with SQL integration
2. We hope to create a login that persists throughout the whole website so that we can use personal information from the user to make the experience more personable
3. We plan to include 3 APIs in the final version of the website so we will make sure to implement two more
4. We hope to include accessibility features to make the website more usable for a wider variety of people

Task assignment per team member (to be completed before the next meeting)

Task description	Assigned to
Friends feed fully functional	Pierre
Login that persists throughout the website	Gian
Have 3 APIs fully integrated	Nick/Joanna
Include accessibility features	team

Project management status

1. We are running very behind on schedule so we are trying to devise a plan that will take less time to complete
2. The team is meeting very often to ensure everyone is on the same page
3. We are completing all reports on time. This last scrum meeting was followed by a significant amount of documentation, which we completed as a team

Minutes from previous meeting

Summarize minutes from the previous meeting (NOT this current meeting). Please be thorough, a bullet list of 2-3 single-liners is not sufficient.

The main objective of the last SCRUM meeting was to compile and analyze the user studies data. We assigned each team member tasks to analyze this data and compile it into a formal document. After reviewing the feedback from the various users we were able to make decisions on the future of the project. We changed some design elements to make the website more functional. Then at the end of the scrum meeting we assigned tasks to be completed by the end of sprint 2.