Meeting Notes

Scrum Team Meeting

27 April 2022/ 10:15 a.m./ Zoom

**Attendees:**

Brian Radford (Developer), Craige McEllroy (Team Lead), Corey Welch (Developer), Kayla Radford (Documentation)

**Agenda:**

* Review project status- We are currently on target for the June 8th completion date. Dev environment testing uncovered three bugs which are currently assigned to devs in the ticketing system.
* Stand Up:
  + Brian- Yesterday, I worked on story 47. Today I will continue working on this task and will complete the bug fix in ticket number 4213. No blockers.
  + Craig- Yesterday, I reviewed the dev environment testing reports and scheduled a meeting with the BA team to discuss testing. Today, I will attend a meeting with the PM to go over any change requests. No blocks.
  + Corey- Yesterday I worked on ticket number 4214. Today, I will be working on ticket number 4215. Blockers include waiting for response from the design team regarding a design element that may be triggering the problems in 4215.
  + Kayla- Yesterday, I worked on the training materials for local environment setup for new team members. Today I will complete the training materials and submit them. No blockers.
* Next Sprint- Have prioritizations to SM by the end of day Friday 4/29/22. The BA team will begin testing at the start of the next sprint and will provide reports by 5/13/22.
* Notes:
  + Craig will be out of office 5/2/22 through 5/11/22.
  + Brian will be out of office 5/30/22 through 6/3/22.
  + Kayla will be out of office 5/30/22 through 6/3/22.
* Action Items:
  + Provide SM with prioritizations. (ALL)
  + Clear tickets currently in the system and grab new ones as the BA team enters them. (Brian and Corey)
  + Create an executive summary of the quote tool and submit it to the PM. (Kayla)

**Next Meeting**

* Submit list of changes made to the documentation team.
* Ensure all tickets have been cleared.
* Discuss product readiness for launch.
* Begin initial assignments and prioritizations for Project Zeplin.