Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Project 3

Prepared by: [Nishka Mittal](mailto:nishka06@tamu.edu)

Meeting Date: 10/30/2023

Meeting Attendees

1. Linh Nguyen
2. Lily Tang
3. Kimberly Chen
4. Nishka Mittal

Meeting Agenda Items

* Discuss and clarify everyone’s responsibilities for Sprint 1
* Go over shared tasks and help required for certain tasks
* Reminder to update the product backlog

Status Update Since Last Meeting

Accomplishments:

* All team members have started developing different tasks of the interface
* Product Backlog is being updated

Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| Adding APIs to product | Kim | Yes |
| Start developing manager interface | Nishka | Yes |
| Start developing cashier interface | Lily | Yes |
| Start developing menu interface | Linh | Yes |

Before The Next Meeting

Plans:

* Continue working on assigned tasks

Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
| Establish JDBC connection | Kim |
| Continue developing manager interface | Nishka |
| Continue developing cashier interface | Lily |
| Continue developing menu interface | Linh |

Minutes from Previous Meeting

The previous discussion entailed distributing the work between the team. A re-evaluation of everyone’s roles and responsibilities was done to ensure that we were more in line with the requirements of Project 3. Time was spent completing a timeline of events and tasks for Project 3, as well as discussing the different software necessary to complete the project. We decided to continue with Node.js. Also, a discussion regarding our different accessibility features was done so that a general guideline could be established.

SCRUM Meeting 2 for Project 3

Prepared by: Linh Nguyen and Nishka Mittal

Meeting Date: 11/1/2023

Meeting Attendees

1. Linh Nguyen
2. Lily Tang
3. Kimberly Chen
4. Nishka Mittal

Meeting Agenda Items

* Provide updates on tasks completed since the last meeting
* Discuss any difficulties the team is facing with current developments

Status Update Since Last Meeting

Accomplishments:

* Finished working on the skeleton frame of all required pages
* Translate and Weather API connected to web application

Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| Continue connection to database | Kim | Yes |
| Continue developing Cashier Interface | Lily | Yes |
| Continue developing Manager Interface | Nishka | Yes |
| Continue developing Menu and Ordering Interface | Linh | Yes |

Before The Next Meeting

Plans:

* Finish connection to database
* Finish rough interfaces of each view

Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
| Manager Interface Development | Kim |
| Cashier Interface Development | Lily |
| Menu and Ordering Interface Development | Linh |
| Manager Interface Development | Nishka |

Minutes from Previous Meeting

The previous meeting’s discussion entailed a brief status update from all team members regarding the work they completed since the last meeting. We also discussed some shared responsibilities that would need to be divided moving forward as the team required additional help with certain tasks and features. The project manager also made a note to remind everyone to update the product backlog with accurate times. Towards the end of the meeting, the team also discussed some improvements to the UI that could be implemented in later sprints.

SCRUM Meeting 3 for Project 3

Prepared by: NIshka Mittal and [Linh Nguyen](mailto:linh.t3.nguyen@tamu.edu)

Meeting Date: 11/6/2023

Meeting Attendees

1. Linh Nguyen
2. Lily Tang
3. Kimberly Chen
4. Nishka Mittal

Meeting Agenda Items

* Provide updates on tasks completed since the last meeting
* Discuss any difficulties the team is facing with current developments

Status Update Since Last Meeting

Accomplishments:

* Finished connection to database
* Web app hosted on render
* Rough interfaces finished

Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| Database connection | Kim | yes |
| Render website hosting | Nishka | yes |
| Menu and Customer Interface refined | Linh | yes |
| Cashier and Manager Interface refined | Lily | yes |

Before The Next Meeting

Plans:

* Get all buttons working and connected to database
* Work on implementing small features

Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
| Establish more functionalities using the database | Kim |
| Establish more functionalities using the database | Nishka |
| Get cashier customization buttons working and manager tables | Lily |
| Get ordering customization buttons working and cart view | Linh |

Minutes from Previous Meeting

The previous meeting’s discussion entailed providing a status update from all team members regarding the different tasks completed since the last meeting. We then proceeded to discuss any difficulties the team was facing regarding different aspects of the front-end and back-end. Towards the end of the meeting, the team discussed additional functionalities that we would like to implement for Sprint 1 as well as a general evaluation of expectations for Spring 2 moving forward.