Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Project 3

Prepared by: Lily Tang

Meeting Date: 11/13/2023

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 2
* 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 clear understanding of their responsibilities for sprint 2
* Product Backlog is being updated
* Sprint 1 completed

Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| Adjust product and sprint backlog according to sprint 1 implementation and user study feedback | All | Yes |
| Review and discuss tasks in sprint 2 | All | Yes |

Before The Next Meeting

Plans:

* Continue working on assigned tasks

Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
| Continue working on reading from database | Lily, Kim |
| Start working on checkout cart in customer interface | Linh |
| Start working on interactions with reports in manager interface | Nishka |

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 as we’re at the end of the sprint. We then proceeded to discuss whether or not we finished all tasks assigned to sprint 1, and if we can wrap up everything that’s incomplete by the end of the meeting.  Towards the end of the meeting, the team organized all features completed and prepared for the sprint 1 demo.

SCRUM Meeting 2 for Project 3

Prepared by: Nishka Mittal

Meeting Date: 11/15/2023

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:

* Queries can be accessed via the database on manager interface
* Cart developed on customer interface

Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| Continue working on reading from database | Lily, Kim | Yes |
| Start working on checkout cart in customer interface | Linh | Yes |
| Start working on interactions with reports in manager interface | Nishka | Yes |

Before The Next Meeting

Plans:

* Develop manager interface to be more interactive
* Work on editing login operations

Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
| Login based on cashier or manager | Kim |
| Create more buttons and functionalities for manager reports | Nishka |
| Continue reading from database on customer interface | Lily |
| Create additional functionalities for cart on customer interface | Linh |

Minutes from Previous Meeting

The previous meeting’s discussion entailed regrouping since the last meeting to shift the focus away from Sprint 1 and more towards Sprint 2. 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 working on improving existing features on all of the interfaces

SCRUM Meeting 3 for Project 3

Prepared by: Nishka Mittal

Meeting Date: 11/20/2023

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:

* Manager Interface UI completed
* Cart on customer interface operational
* Successful login capabilities

Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| Login based on cashier or manager | Kim | yes |
| Create more buttons and functionalities for manager reports | Nishka | yes |
| Continue reading from database on customer interface | Lily | yes |
| Create additional functionalities for cart on customer interface | Linh | yes |

Before The Next Meeting

Plans:

* Continue developing query functionalities on manager interface
* Continue developing existing features on all interfaces

Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
| Read from database on manager interface | Kim, Nishka |
| Read from database on cashier interface | Lily |
| Read from database on customer interface | 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 2 as well as a general evaluation of expectations for Sprint 3 moving forward.