Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for 3

Prepared by: Nishka Mittal

Meeting Date: 11/22/2023

## 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 3
* 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 3
* Product Backlog is being updated
* Sprint 2 completed

Tasks Completed:

| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| --- | --- | --- |
| Adjust product and sprint backlog according to sprint 2 implementation and expert panel feedback | All | Yes |
| Review and discuss tasks in sprint 3 | All | Yes |

## Before The Next Meeting

Plans:

* Continue working on assigned tasks

Task Assignments:

| **Task Description** | **Assigned to** |
| --- | --- |
| Add checkout capabilities to cashier | Kim, Linh |
| Continue developing cashier UI | Lily |
| Develop additional panels on manager | 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 2, 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 2 demo.

SCRUM Meeting 2 for Project 3

Prepared by: NIshka Mittal

Meeting Date: 11/27/2023

## 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:

* Checkout added to customer
* Manager has additional features

Tasks Completed:

| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| --- | --- | --- |
| Add checkout capabilities to cashier | Kim, Linh | Yes |
| Continue developing cashier UI | Lily | Yes |
| Develop additional panels on manager | Nishka | Yes |

## Before The Next Meeting

Plans:

* Fix API bugs
* Make sure manager queries are working correctly

Task Assignments:

| **Task Description** | **Assigned to** |
| --- | --- |
| Debug API issues | Kim |
| Continue developing cashier and customer interface | Lily, Linh |
| Add additional manager queries | Nishka |

## Minutes from Previous Meeting

The previous meeting’s discussion entailed regrouping since the last meeting to shift the focus away from Sprint 2 and more towards Sprint 3. 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:

Meeting Date: 11/29/2023

## 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:

* APIs fully functional
* All interfaces have key functionalities

Tasks Completed:

| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| --- | --- | --- |
| Debug API issues | Kim | Yes |
| Continue developing cashier and customer interface | Lily, Linh | Yes |
| Add additional manager queries | Nishka | Yes |

## Before The Next Meeting

Plans:

* Continue developing all interfaces
* Intensive debugging to fix any errors

Task Assignments:

| **Task Description** | **Assigned to** |
| --- | --- |
| Continue developing interfaces to add additional features | All |
| Debug existing functionalities | All |

## 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 3 as well as a general evaluation of expectations to wrap up the project.