**LaSalle College, Montreal   
Information Systems Analysis & Modeling**

**Michelle M. Khalifé**

**FINAL PROJECT**

**Scrum Master Log**

**Log Author: Prachi Prachi** **Team/APP/Information System:** influencer marketing strategy

*Be sure to insert your log in chronological order in your project report Appendix. One log per meeting.*

**MEETING SPECIFICS**

| **Meeting #** | **Date** | **Platform** | **Time** | **Duration** |
| --- | --- | --- | --- | --- |
| 4 | OCT 28 2022 | COLLAGE | 6:00 PM | 1 HOURS |

**ATTENDANCE**

| **Name** | **Whole Meeting** | **Most of the Meeting** | **Parts of the Meeting *-how long?*** | **Absent** | **If a team member did not attend the whole meeting, specify the reason why** |
| --- | --- | --- | --- | --- | --- |
| **Jashanpreet kaur** | **X** |  |  |  |  |
| **Malav Desai** | **X** |  |  |  |  |
| **Somya tyagi** | **X** |  |  |  |  |
| **Prachi Prachi** | **X** |  |  |  |  |

**DAILY SCRUM**

While this is not happening on a daily basis, you are nonetheless required to conduct your meeting as you would a Daily Scrum. Please make sure you answer the questions in the columns in bullet point format.

| **Name** | **What have I done since our last meeting** | **What am I doing until our next meeting** | **What are my impediments** |
| --- | --- | --- | --- |
| **Jashanpreet kaur** | Designs | Working on the product designs | VISION BOX |
| Malav Desai | Designs | Webpage | TRELLO |
| **Somya tyagi** | Research work | Budget planning | SPRINT PLANNING |
| **Prachi Prachi i** | Research work | Product backlog | BUSINESS CASE |

**PROJECT STATUS**

After the scrum, where would you say you are in the process? Mark an X in the appropriate box. The shaded grey area represents PRODUC components, and the white background represent PROJECT components.

| **Product/Project Component** | **Not Yet** | **To Do** | **In Progress (% of completion)** | **Done** | **We have an Issue!** |
| --- | --- | --- | --- | --- | --- |
| Business Case | **X** |  |  |  |  |
| Product Vision & Box | **X** |  |  | **100%** |  |
| Personas |  |  |  | **10%** |  |
| User Stories Workshop (story and acceptance criteria) |  |  |  | **80%** |  |
| Estimation Planning & Moscow Prioritization |  |  |  | **12%** |  |
| TRELLO – final setup |  |  |  | **70%** |  |
| Product Roadmap | **X** |  |  |  |  |
| Sprint Planning (Potential breakdown of user stories into requirements and/or tasks) |  |  | **30%** |  |  |
| Design Mock-up (optional) | **X** |  |  |  |  |
| Team Charter |  |  | **70%** |  |  |
| Meeting Logs | **X** |  |  |  |  |
| Burndown Chart | **X** |  |  |  |  |
| Retrospective | **X** |  |  |  |  |
| Report (Outlining/Writing/Editing) |  |  | **40%** |  |  |
| Building Presentation Slides | **X** |  |  |  |  |
| Dry Runs (practice presentation) | **X** |  |  |  |  |

**IMPEDIMENTS**

Are there any issues aside from the ones listed above that pertain to the product, the project, or the team, that you would like to elaborate on? Did you resolve them? If yes, how? If not, what is your strategy? Please answer, here.