



Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for MetaDictionary

Prepared by: Matthew Atanas

Meeting Date: 4/29/2022

Meeting Attendees

1. Matthew
2. Mualla
3. Dylan

Meeting Agenda Items

- Set up meetings for Sprint 3
- Set up agenda for Sprint 3

Status Update Since Last Meeting

Accomplishments:

- Planned website layout and distributed remaining task

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Style home page	Mualla Argin	Yes
Implement error handling for empty string	Dylan Heathcock	Yes
Design header and footer	Matthew Atanas	Yes

Before The Next Meeting

Plans:

- Display word of the day on frontend



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- More unit testing
 - Include another API
 - Add accessibility features

Task Assignments:

Task Description	Assigned to
Display word of the day on frontend	Mualla
More unit testing	Mualla
Include another API	Dylan
Add accessibility features	Matthew

Minutes from Previous Meeting

Last meeting was the final meeting of sprint 2, so we mostly discussed what tasks were completed and what tasks still needed to be completed. We assigned these tasks to each person.



SCRUM Meeting 2 for Metadictionary

Prepared by: Matthew Atanas

Meeting Date: 5/1/2022

Meeting Attendees

4. Matthew
5. Mualla
6. Dylan

Meeting Agenda Items

- Get updates on progress
- Make revisions in assignments as needed

Status Update Since Last Meeting

Accomplishments:

- Display word of the day on frontend

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Display word of the day on frontend	Mualla	yes
Resolve edge case where definition doesnt exist in slang or formal dictionary	Dylan	Yes
Error check grid layout of styles.css	MATthew	yes

Before The Next Meeting

Plans:

- More unit testing
- Swap out Webster dictionary API for another API as the Webster API is a pain to use
- Add accessibility features

Task Assignments:

Task Description	Assigned to
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More unit testing	Matthew
Swap out Webster dictionary API for another API	Dylan
Add accessibility features	Mualla

Minutes from Previous Meeting

Last meeting was the first meeting of sprint 3, so we set up our meetings for sprint 3, as well as the agenda for sprint 3. We assigned tasks for each person.



SCRUM Meeting 3 for Metadictionary

Prepared by: Matthew Atanas

Meeting Date: 5/2/2022

Meeting Attendees

7. Matthew
8. Mualla
9. Dylan

Meeting Agenda Items

- Finalize sprint 3 and project

Status Update Since Last Meeting

Accomplishments:

- More unit testing
- Swap out Webster dictionary API for another API as the Webster API is a pain to use
- Added text to speech

Tasks Completed:

Task Description	Assigned to
More unit testing	Matthew
Swap out Webster dictionary API for another API	Dylan
Add accessibility features	Mualla

Before The Next Meeting

Plans:

- N/A - no future meeting planned

Task Assignments:

Task Description	Assigned to
N/A	N/A



Minutes from Previous Meeting

Last meeting was the middle meeting for sprint 3. We discussed what we had accomplished since the last sprint (not much this sprint because of finals) and made plans on what to do before the next sprint. We decided to do most of our work in a group coding session right before the next (and last) sprint.