

SCRUM REPORT and MEETING AGENDA

Report #: 1 Project Name: Simply Basketball
Date: 04/05/2021 Prepared by: Caleb Key

Attendees for the meeting

1. Caleb Key
2. Hoang Nguyen
3. Shawn Martinez
4. Jason Bernal

Agenda for the meeting

1. Overview of Sprint 1
2. Discussed the roles and responsibilities of each team member
5. Assessment of tasks and sprint backlog
6. Assign initial tasks to team members based on roles
7. Arrange time for the next scrum meeting.

Overall accomplishments since last meeting

*Initial Scrum Meeting

1. Created Github repository
2. Invited Members and TAs as collaborators
3. Assigned Project Manager
4. Created Design Documents

Tasks completed by each team member since last meeting

*Initial Scrum meeting

Task description	Assigned to	Completed?
Created Github repository	Caleb	yes
Invited Members and TAs as collaborators	Caleb	yes
Assigned Project Manager	Team	yes
Created Design Documents	Team	yes

Plans for next period

1. Use bootstrap to create frontend template
2. Dedicate 'Game Today' Area
3. Dedicate Standings Panel
4. Dedicate Treading Teams Panel
5. Dedicate Headlines Area
6. Make changes to template to fit our specifications
7. Coordinate Github across team members devices

Task assignment per team member (to be completed before the next meeting)

Task description	Assigned to
Find a bootstrap to use	Jason
Investigate bootstrap to determine use	Nguyen
Import bootstrap and make necessary installs	Caleb
Dedicate 'Game Today' Area	Shawn
Dedicate Standings Panel	Shawn
Dedicate Treading Teams Panel	Nguyen
Dedicate Headlines Area	Nguyen
Change Titles of template to 'Simply Basketball'	Jason
Change pictures in template to relevant pictures	Caleb

Project management status

1. Ensure team is meeting frequently, every other day
2. Schedule next meeting - try for Friday, 4/9 7:00pm
3. Team is working well together and members are doing their part
4. Reports are well written and reviewed before submitted.
5. Create Scrum Meeting 2 Agenda before meeting on Friday

Minutes from previous meeting

Hosted First Scrum meeting on 04/05/2021 at 9:50am.

9:50AM: Team Meets after TA dismisses to breakout rooms

9:52AM: Team Finishes Discussing Agenda

9:55AM: Team Reviews work completed and discusses state of sprint

9:58AM: Team decided roles for each member

10:03AM: Plan for next period is discussed and revised

10:05AM: Meeting is concluded by Project Manager, Caleb Key stating his status and time of next meeting