<div align="center">**SCRUM REPORT and MEETING AGENDA**</div>

Report #: 1 ___   Project Name: Smart Scheduler _____
Date: 4/5/2021   Prepared by: Nassef Ameen _____

Attendees for the meeting
1. Bora Oztekin
2. Benjamin Nesbitt
3. Nicholas LaBombard
4. Nassef Ameen
5. Will Cowden

Agenda for the meeting
6. Create GitHub/ Discuss setting up environment
7. Discuss member availability for future meetings
8. Assign areas of project to each member
9. Plan items to try and complete by next meeting

Overall accomplishments since last meeting
1. N/A (First meeting)
2.
3.
4.
5.

Tasks completed by each team member since last meeting

Task description	Assigned to	Completed?
N/A (First meeting)		yes/no

Plans for next period
1. Work on database design (entities/relations)
2. Update models to reflect improved schema design
3. Make progress on adding user interface elements
4. Begin API Validation one API at a time
5.
6.
7.
8.
9.
10.

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

Task description	Assigned to
Draft database design	Will
Draft database design	Nassef
Look into getting an API key for Ambee	Benjamin
Set up Heroku for future deployment	Bora
Start UI implementation	Nicholas
Start UI implementation	Bora
Manage Report	Nassef

Project management status

1. Project is moving on schedule, will need to make more time for work in the later half of the week due to availability of members being scarce for the first half
2. Team is all present for meetings and contributing to discussion
3. We realize that we will have to dedicate a decent portion of time to completing reports properly, so we will need account for those things and look to see how we can include them in future meetings.

Minutes from previous meeting

Summarize minutes from the previous meeting (NOT this current meeting). Please be thorough, a bullet list of 2-3 single-liners is not sufficient.

N/A (FIrst meeting)