

SCRUM REPORT and MEETING AGENDA

Report #: 9 _____ Project Name: Smart Scheduler _____
Date: 5/2/21 _____ Prepared by: Nassef Ameen _____

Attendees for the meeting

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

Agenda for the meeting

6. Finalize development on the project if possible
7. Gather materials for the final release, as well as the Sprint 3 materials for the class deliverable
8. Complete the team retrospective survey and begin working on the final team retrospective report.

Overall accomplishments since last meeting

1. Have only a little progress left to go on API integration
2. Models work is complete
3. Only frontend and API work left for development

Tasks completed by each team member since last meeting

Task description	Assigned to	Completed?
Integrate API for AccuWeather	Benjamin	yes
Integrate API for AccuWeather	Bora	yes
Look at Trello API Integration	Benjamin	yes
Look at Trello API Integration	Nassef	yes
Look at Trello API Integration	Will	yes
Work on Frontend stylization	Nicholas	yes
Implement accessibility changes to style	Nicholas	yes

Plans for next period

1. N/A (Final Meeting)

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

Task description	Assigned to
N/A	

Project management status

1. We have managed to complete the project, while it was not what we had initially expected, we were still able to create a functioning product that met goals we had set.
2. Members were able to come together on time and prepared to finish out the last parts of the project.
3. Reports are being looked at by all members to proofread and validate 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.

The previous meeting was the penultimate SCRUM meeting that we would have for the project. After that meeting there were practically only a few days left for the team to work on developing the final product, as well as gathering the final sprint materials that would be necessary to wrap up the entire development cycle. After this, we would be stepping back and reflecting on the project, and looking at making a polished presentation.

We realized that since we would not be able to meet all of the expectations that we had initially had for the project back when we set out to start it during the first sprint, we needed to make more realistic goals for how we would finish out the project. These would be the topics that we would be discussing in the team retrospective relating to how project management and progress changed over time.

We then planned out the final changes that we would need to implement to have a working project that we could present. This would mean making the last integrations with the APIs that we had been writing and integrating into the application, as well as finishing out the formatting and style that we would want to use in presenting the frontend.