SCRUM REPORT and MEETING AGENDA

Report #: 4 __   Project Name: Smart Scheduler_____

Date: 4/20/2021   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 code changes necessary for User Study
7. Discuss User Study design and distribution
8. Prepare User Study materials

Overall accomplishments since last meeting

1. User Study Proposal was successfully completed
2. Release for Sprint 1 was finalized
3. Agile materials for Spring 1 were finished
4. Working project release was accessible

Tasks completed by each team member since last meeting

Task description	Assigned to	Completed?
Finish touching up UI	Nicholas	yes
Finish touching up UI	Bora	yes
Manage project backlog/burndown charts	Will	yes
Manage project backlog/burndown charts	Benjamin	yes
Finish Report and Retrospective	Nassef	yes
Merge/Review final changes on GitHub	All	yes

Plans for next period

1. Push last changes to frontend so that it is useable
2. Make last changes to models so migration can be made
3. Test application for use in user study
4. Create materials for user study

Task description	Assigned to
Create User Study questionnaires	Nassef
Create User Study questionnaires	Will
Finalize frontend changes	Nicholas
Finalize frontend changes	Bora
Validate API response with Frontend	Benjamin

Project management status

1. Project is looking to be mostly on track, frontend development is slightly behind schedule, but we are hoping to make a lot of progress today.
2. Everyone is making sure to keep each other accountable, and teammates have been present at all meetings or able to communicate any extraneous circumstances to the rest of the team.
3. Reports will be pushed together at the end of the sprint to the GitHub before the week's release is made.

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 final meeting of the first of the three sprints this project is scheduled to undergo. We discussed the final changes that we needed to make before gathering all of the materials for the sprint and making our first release.

Nicholas and Bora were looking at finalizing the work that had been done for the frontend, so that the to-do-list would be viewable by users, and they would be able to interact with it by viewing a created task that they could mark as complete.

Will, Benjamin, and Nassef would be put to work on gathering the materials for the sprint. This would mean looking at the burndown chart and product backlog that had been being maintained throughout the sprint. These figures would be checked again now that the sprint had concluded and they would then be added to our team drive. Nassef would write the report for the final meeting, and then begin working on the retrospective with the help of the other members afterwards.