

SCRUM REPORT and MEETING AGENDA

Report #: 2 _____ Project Name: Smart Scheduler _____
Date: 4/8/2021 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. Discuss any progress made since the last meeting
7. Look into specific changes made for pull requests/merging
8. Discuss design choices/additions
9. Delegate new tasks for members

Overall accomplishments since last meeting

1. Model design drafting has begun
2. API validation has begun
3. Everyone has the correct environment setup and has gained a little more familiarity with Django

Tasks completed by each team member since last meeting

Task description	Assigned to	Completed?
Draft Database Design	Will	no
Draft Database Design	Nassef	no
Look into getting an API key for Ambee	Benjamin	no
Set up Heroku for deployment	Bora	yes
Start UI implementation	Nicholas	yes
Start UI implementation	Bora	yes
Manage Report	Nassef	yes

Plans for next period

1. Work on Database models
2. Work on User Interface
3. Obtain API key/data for drafting future implementation
4. Get more commits/branches onto the GitHub repository

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

Task description	Assigned to
Draft Database Design	Nassef
Draft Database Design	Will
Update models.py with new database tables/fields	Nassef
Update landing page HTML	Benjamin
Update landing page HTML	Nicholas
Oversee frontend development and integration	Bora
Manage Meeting Report	Nassef

Project management status

1. Everyone now has more time to work on the project, so we are expecting more substantial progress to be made on all fronts.
2. All team members are present for meetings, and we make use of a text chat to keep each other updated on what we have completed
3. We have chosen to assign working on the reports to just one member so that it is efficient, and it will be a part of their contribution.

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 first meeting that we officially held. Each of the team members were decently familiar with each other by this point, and we had an overall idea of what our backgrounds and experiences were like. We discussed the areas of the project we would probably be the most comfortable in. We also knew that we had elected to make Bora the project manager following the initial project idea submission.

We decided that we would assign different members to different parts of the application, with Benjamin and Nicholas looking at the frontend user interface, while Will and Nassef were going to focus more on the backend design and implementation. Bora, as the project manager, would be able to help out with either side, but was most likely going to spend a bit more time on the frontend side connecting everything together.

Bora walked us through setting up our python environment, which would be important for all of us to share. He also was the most familiar with Django, so he gave us the resources that we needed to read up a bit and gain some familiarity with it before using it in Python.

We discussed our availabilities for the next meeting and came to an agreement that we most likely wouldn't have much time until the later half of the week to make substantial progress, so we assigned some small tasks to at least start working on to see what we could come up with by Thursday's meeting.