

SCRUM REPORT and MEETING AGENDA

Report #: 6 _____ Project Name: Smart Scheduler _____
Date: 4/25/21 _____ 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 work on User Study Report deliverable
7. Finalize changes that we have been pushing to the GitHub to make the second official release.
8. Gather materials for Sprint 2 for deliverable
9. Discuss project progress and finish retrospective

Overall accomplishments since last meeting

1. Made most of the necessary updates and changes to make a release.
2. Application feedback has been processed
3. Made changes to mostly complete some core functionality of the application.

Tasks completed by each team member since last meeting

| Task description | Assigned to | Completed? |
|--|-------------|------------|
| Work on User Study Report | Nassef | yes |
| Work on User Study Report | Bora | yes |
| Work on User Study Report | Benjamin | yes |
| Look at tasks we can schedule for the rest of the sprint on Jira | Will | yes |
| Look at frontend changes we may have missed during user study | Nicholas | yes |

Plans for next period

1. As the first meeting of the final sprint, get an idea of what we can aim to complete to meet goals.
2. Discuss member availability and plan meetings around those times
3. Plan changes that we can feasibly accomplish given the state of the project.

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

| Task description | Assigned to |
|--|-------------|
| Finish touching up Frontend views for warnings | Nicholas |
| Finish touching up Frontend views for warnings | Bora |
| Manage project backlog/burndown charts | Will |
| Start Creation of group events | Will |
| Manage project backlog/burndown charts | Benjamin |
| Create Accuweather API response getter | Benjamin |
| Finish Report and Retrospective | Nassef |
| Merge/Review final changes on GitHub | All |

Project management status

1. Project may still be behind schedule looking at the current state of the project's completion by the backlog/burndown charts
2. Members are expressing difficulty with managing all of the work required for the project, so we are looking into how that will affect our work in the final sprint.
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.

In the previous meeting, we had just finished conducting the User Study, so we dedicated most of the meeting to discussing that and the results from it, which would be important in completing the User Study Report deliverable by the end of the week along with the rest of the sprint materials.

We assigned most of the team to working on that (Bora, Benjamin, Nassef) for the period in between the meetings, and the rest of the team would later come together to help finish it and review the work done on it. We also wanted to take the user feedback that we had gotten from the User Study and see how we could change our approach to development and any priorities we had with the features.

From this, we assigned Will to look at the board/backlog that we had been maintaining on Jira, which would be important for when we gathered all of the necessary sprint materials for the deliverable later. We also had Nick take a look at the frontend again to see if there was more to polish based on feedback.

We planned to hold the last meeting on Sunday, as most of the team would not be freely available to meet until then, and we could lay out final plans before finishing the sprint.