

SCRUM REPORT and MEETING AGENDA

Report #: 5 _____ Project Name: Smart Scheduler _____
Date: 4/22/20 _____ 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. Begin work on User Study Report
7. Look at tasks we want to try and complete by the end of the sprint
8. Discuss project areas
9. Discuss member availability

Overall accomplishments since last meeting

1. User study completed successfully
2. Accessibility was evaluated
3. Application very close to proper release for the sprint

Tasks completed by each team member since last meeting

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

Plans for next period

1. Look at what tasks that we can schedule for completion by Sunday
2. Schedule small changes that we will look to make by the time we hold the next meeting
3. Make progress on further API inclusion
4. Work on User Study Report deliverable

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

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

Project management status

1. Project may be slightly behind the anticipated schedule we had when creating the initial project backlog
2. Team members are becoming less available at the same times, so we have to look at how we can better delegate work when not able to meet consistently
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 first of the meetings that we held during sprint 2 of the project. As such we wanted to spend a good amount of it planning and deciding how each of us would individually handle the responsibilities we had over the project areas throughout the week.

The main thing we knew we needed to work on was completing any of the changes that were necessary for our application before presenting it in the user study that we would be conducting during lab time on Wednesday. It would be important that we properly design the questionnaires that we would be giving to participants so that we could get the best data from them. We would assign some of us to work on creating and formatting those forms. Aside from that, we also wanted to make sure that our Frontend was properly viewable and interactable based on the release that we put out during the last sprint, just to make sure that they would be functional for the user study.

We discerned that we would also be able to implement the API functionality within the application more concretely soon. By the release from last sprint we had made use of data from Ambee, and were now looking to implement data from Accuweather to flesh out the warnings system we had designed.