SCRUM REPORT and MEETING AGENDA

Report #: 7___   Project Name: Smart Scheduler _____
Date: 4/27/21_____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. Outline plans for final sprint development
7. Discuss team member availability and progress.
8. Look at project goals as a whole and determine scope of sprint

Overall accomplishments since last meeting
1. Made the second release of the project
2. User Study has been successfully processed and integrated into development
3. Goals have been reassessed.

Tasks completed by each team member since last meeting

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

Plans for next period
1. See what goals of the project are feasible and what we can aim to accomplish by the end of the project.
2. Discuss member availability and plan meetings around those times
3. Plan for work regarding agile methodology materials that we need.

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

Task description	Assigned to
Integrate API Wrapper for AccuWeather	Nicholas
Examine User model authentication	Nassef
Examine User model authentication	Will
Look at feedback for frontend from User Study	Bora
Look at feedback for frontend from User Study	Benjamin

Project management status
1. The project is essentially behind schedule at this point. There are a lot of difficulties for members in getting enough dedicated time to put the proper amount of work into it.
2. Members are expressing difficulty with managing all of the work required for the project, so we are now reassessing the goals that we will be able to meet by the end.
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 last meeting of the second sprint. We spent it essentially wrapping up the week of development and its challenges, and having a brief discussion about what our individual plans were for the following week going forward into the final sprint.

We each remarked that most of the time that day would be spent on getting the materials for the sprint properly gathered and documented to be presented. We had made some important changes to the code in establishing some of the core features of the application, and this was reflected in the burn-down charts that we submitted with our sprint materials.

We discussed the progress that each of us had made towards the application, and how we were able to bring those parts together effectively for the release, which was made successfully. We also reflected a bit on the User Study which had also gone successfully, the feedback from which we would want to look at integrating into development going into the final sprint.

For the next meeting, we planned on having a longer discussion about the plans for finishing out the project and how we planned to spend the remainder of our time in development and what we could accomplish with it.