SCRUM Meeting 3 for 09m

Prepared by: Zak Borman

Meeting Date: 12/4/2023 12:00 pm

## Meeting Attendees

1. Brandon Thomas
2. Rahul Singh
3. Zak Borman
4. Abhinav Nallam

## Meeting Agenda Items

* Discuss tasks completed since last meeting
* Assign new tasks to be completed

## Status Update Since Last Meeting

Accomplishments:

* Implemented user verification for employee views
* Completed accessibility formatting and testing

Tasks Completed:

| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
| --- | --- | --- |
| Implement password recovery functionality. | Brandon | yes |
| Manage user roles and positions. | Rahul | yes |
| Implement customizable font sizes for all interfaces. | Abhinav | yes |
| Test WCAG 2.1 compliance for all interfaces. | Zak | yes |
| Test that all functionalities work as expected. | Zak | yes |
| Test that all functionalities work within a reasonable timeframe. | Abhinav | yes |

## 

## Before The Next Meeting

Plans:

* Verify all functionalities work correctly
* Complete documentation and publicly host it

Task Assignments:

| **Task Description** | **Assigned to** |
| --- | --- |
| Complete documentation | Abhinav |
| Perform final product testing | Rahul, Zak, Brandon |

Expected MVP Completion: 12/5/2023

Meeting Adjourned: 12:30 pm