**Daily Scrum or Standup Meeting**

Team name: Swift Taylor

Scrum Master: Hunter Meredith

Date: 3/12/20

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| --- | --- | --- | --- |
| **Team Member** | **What did you do since the last scrum?** | **What do you plan to do before the next scrum?** | **What obstacles do you have?** |
| Dallin Packer | Plan Tasks for remaining Scrums | Start Contact and About Pages  (Every Meeting) Do standup reports | None |
| Hunter Meredith | Plan Tasks for remaining Scrums | Start Registration Page | None |
| Brady Trappett | Plan Tasks for remaining Scrums | Start Homepage  (Every Meeting) Do Sprint Planning Docs | None |
| Sialao Mobley | Plan Tasks for remaining Scrums | Work on Tools Page | None |
| Spencer Robinson | Plan Tasks for remaining Scrums | Start Blog/News Feed  (Every Meeting) Do Sprint Retrospective Reports | None |

# Burndown

See Full Burndown Chart included in separate file.

# Project board

Unassigned Tasks:

* Refine requirements definition document, as needed
* Refine system analysis, as needed
* Revise project plan, as needed
* Burndown Chart
* CSS

Assignments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dallin Packer | Hunter Meredith | Brady Trappett | Sialao Mobley | Spencer Robinson |
| * Standup reports (one for each standup day) * About Page * Contact Page | * Update sprint backlog (github project) with the tasks – include a screenshot in the document * Login and Registration Page | * Sprint planning documents (3 of them) * Home Page * Header and Footer | * Instructions for building code and executing unit tests * Unit Tests * Tool Page | * Sprint retrospective reports (3 of them) * News Page/Blog |

Completed Tasks:

* Plan Tasks for remaining scrums