**Daily Scrum or Standup Meeting**

Team name: Swift Taylor

Scrum Master: Brady Trappett

Date: 3/24/20

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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 | Standup reports | CSS for site  (Every Meeting) Do standup reports | Communication without meeting in person  Avoiding merge conflicts |
| Hunter Meredith | Finished Registration Page | Update Backlog  Create Burndown Chart | Communication without meeting in person  Avoiding merge conflicts |
| Brady Trappett | Sprint planning Doc | (Every Meeting) Do Sprint Planning Docs  Scrum master – coordinate meetings and tasks | Communication without meeting in person  Avoiding merge conflicts |
| Sialao Mobley | Worked on Tools page | Work on Tools Page  Refine requirements definition document, as needed  Refine system analysis, as needed | Communication without meeting in person |
| Spencer Robinson | Worked on Blog/News Feed | Continue Work on Blog/News Feed  (Every Meeting) Do Sprint Retrospective Reports | Communication without meeting in person  Avoiding merge conflicts |

# Burndown

See Full Burndown Chart included in separate file.

# Project board

Unassigned Tasks:

Assignments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dallin Packer | Hunter Meredith | Brady Trappett | Sialao Mobley | Spencer Robinson |
| * Standup reports (one for each standup day) * CSS | * Update sprint backlog (github project) with the tasks – include a screenshot in the document * Burndown Chart | * Sprint planning documents (3 of them) | * Instructions for building code and executing unit tests * Unit Tests * Tool Page * Refine requirements definition document, as needed * Refine system analysis, as needed * Revise project plan, as needed | * Sprint retrospective reports (3 of them) * News Page/Blog |

Completed Tasks:

* Plan Tasks for remaining scrums
* About Page
* Contact Page
* Home Page
* Header and Footer
* Login and Registration Page
* Portions of:
  + Standup reports
  + Sprint Planning Docs
  + Sprint Retrospective Reports