**Daily Scrum or Standup Meeting**

Team name: Swift Taylor

Scrum Master: Brady Trappett

Date: 3/26/20

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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 | Last standup report | Communication without meeting in person |
| Hunter Meredith | Updated Backlog and Created Burndown Chart | Finish Burndown Chart | Communication without meeting in person |
| Brady Trappett | Sprint planning Doc | Scrum master – coordinate meetings and tasks | Communication without meeting in person |
| Sialao Mobley | Finished Tools Page (for now) | Refine requirements definition document, as needed  Refine system analysis, as needed | Communication without meeting in person  Avoiding merge conflicts |
| Spencer Robinson | Finished Blog/News Feed (for now) | (Every Meeting) Do Final Sprint Retrospective Report | 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) | * Burndown Chart |  | * Refine requirements definition document, as needed * Refine system analysis, as needed * Revise project plan, as needed | * Sprint retrospective reports (3 of them) |

Completed Tasks:

* Plan Tasks for remaining scrums
* About Page
* Contact Page
* Home Page
* Header and Footer
* Login and Registration Page
* Tool Page
* Instructions for building code and executing unit tests
* Unit Tests
* News Page/Blog
* CSS
* Update sprint backlog (github project) with the tasks – include a screenshot in the document
* Portions of:
  + Standup reports
  + Sprint Planning Docs
  + Sprint Retrospective Reports