Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for Heabits
Prepared by: Sona Shah
Meeting Date: 04/01/2022

Meeting Attendees

1. Sona Shah
2. Yuning Zhang
3. Bennett Lai

Meeting Agenda Items

- Discuss Framework
- Discuss if database needed/where to host
- Questions about assigned tasks from Sprint Backlog #1

Status Update Since Last Meeting

Accomplishments:
- Finished Proposal
- Decided on Problem Statement and solution

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Topic Proposal	Sona (PM) - rest of the group heavily contributed too	Yes
Problem Statement and Solution	Bennett - rest of group contributed too	Yes

Before The Next Meeting

Plans:
- Install Django
- Set up framework and HTML skeleton

Task Assignments:

Task Description	Assigned to
Set up framework	Bennett (Group can assist)
Set up HTML skeleton	Bennett

Minutes from Previous Meeting

No previous meetings.