# Scrum Meetings

Our team held scrum meetings every Monday, Tuesday, Wednesday, Thursday, and Friday. Each team member discussed what they had worked on yesterday, what they planned to work on today, and if they are experiencing any blockers.

## Scrum Meetings: Week 1

**S: Sam**  **R: Roman**  **N: Natasha**

**Y: Yesterday**  **T: Today**  **B: Blockers**

|   |   | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| S | Y | N/A | Project Charter | Project Charter | Brainstorming | Brainstorming |
|   | T | Project Charter | Project Charter | Brainstorming | Brainstorming | Brainstorming |
|   | B | N/A | N/A | N/A | N/A | N/A |
|   |   |   |   |   |   |   |
| R | Y | N/A |   | Project Charter | Brainstorming | Brainstorming |
|   | T | Brainstorming | Project Charter | Brainstorming | Brainstorming | Brainstorming |
|   | B | N/A | N/A | N/A | N/A | N/A |
|   |   |   |   |   |   |   |
| N | Y | N/A |   | Project Charter | Brainstorming | Brainstorming |
|   | T | Brainstorming | Project Charter | Brainstorming | Brainstorming | Brainstorming |
|   | B | N/A | N/A | N/A | N/A | N/A |

# Scrum Meetings: Week 2

**S: Sam**          **R: Roman**          **N: Natasha**

**Y: Yesterday**     **T: Today**          **B: Blockers**

|   |   | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|---|---|---|---|---|---|---|
| **S** | **Y** | Brainstorming | Checkfront training | Project Charter | Brainstorming Test template | Brainstorming Test template |
|   | **T** | Checkfront training | Project Charter | Brainstorming Test template | Brainstorming Test template | Eportfolio tools Project Charter |
|   | **B** | N/A | N/A | Vague scope | Vague scope | Vague scope |
|   |   |   |   |   |   |   |
| **R** | **Y** | Brainstorming | Checkfront training | Project Charter | Brainstorming Test template | Brainstorming Test template |
|   | **T** | Checkfront training | Project Charter | Brainstorming Test template | Brainstorming Test template | Eportfolio tools Project Charter |
|   | **B** | N/A | N/A | Vague scope | Vague scope | Vague scope |
|   |   |   |   |   |   |   |
| **N** | **Y** | Brainstorming | Checkfront training | Project Charter | Brainstorming Test template | Brainstorming Test template |
|   | **T** | Checkfront training | Project Charter | Brainstorming Test template | Brainstorming Test template | Eportfolio tools Project Charter |
|   | **B** | N/A | N/A | Vague scope | Vague scope | Vague scope |

# Scrum Meetings: Week 3

**S: Sam**          **R: Roman**          **N: Natasha**

**Y: Yesterday**    **T: Today**          **B: Blockers**

| | | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|---|---|---|---|---|---|---|
| **S** | **Y** | Project Charter | Prototype: create | Prototype: create | Prototype: create | Prototype: create |
| | **T** | Prototype: create | Prototype: create | Prototype: create | Prototype: create | Prototype: create |
| | **B** | N/A | N/A | N/A | N/A | N/A |
| | | | | | | |
| **R** | **Y** | Project Charter | Prototype: transform | Prototype: transform | Prototype: transform | Prototype: transform |
| | **T** | Prototype: transform | Prototype: transform | Prototype: transform | Prototype: transform | Prototype: transform |
| | **B** | N/A | N/A | N/A | N/A | N/A |
| | | | | | | |
| **N** | **Y** | Project Charter | Prototype: import | Prototype: import | Prototype: import | Prototype: import |
| | **T** | Prototype: import | Prototype: import | Prototype: import | Prototype: import | Prototype: import |
| | **B** | N/A | N/A | N/A | N/A | N/A |

# Scrum Meetings: Week 4

|  |  | S: Sam | R: Roman | N: Natasha |
|---|---|---|---|---|
|  |  | Y: Yesterday | T: Today | B: Blockers |

|  |  | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| S | Y | Brainstorm | Brainstorm | Brainstorm Create proposal | Brainstorm Create proposal | |
|  | T | Brainstorm | Brainstorm Create proposal | Brainstorm Create proposal | Create proposal | Propose plan to sponsors |
|  | B | N/A | N/A | N/A | N/A | N/A |
|  |  |  |  |  |  |  |
| R | Y | Brainstorm | Brainstorm | Brainstorm Create proposal | Brainstorm Create proposal | Propose plan to sponsors |
|  | T | Brainstorm | Brainstorm Create proposal | Brainstorm Create proposal | Create proposal | |
|  | B | N/A | N/A | N/A | N/A | N/A |
|  |  |  |  |  |  |  |
| N | Y | Brainstorm | Brainstorm | Brainstorm Create proposal | Brainstorm Create proposal | |
|  | T | Brainstorm | Brainstorm Create proposal | Brainstorm Create proposal | Create proposal | Propose plan to sponsors |
|  | B | N/A | N/A | N/A | N/A | N/A |

# Scrum Meetings: Week 5

|  |  | S: Sam | R: Roman | N: Natasha |
| --- | --- | --- | --- | --- |

**S: Sam**  **R: Roman**  **N: Natasha**

**Y: Yesterday**  **T: Today**  **B: Blockers**

|  |  | Monday | Tuesday | Wednesday | Thursday | Friday |
| --- | --- | --- | --- | --- | --- | --- |
| S | Y | Set up environment | Set up environment | e-portfolio set up & security | e-portfolio set up & security | e-portfolio set up & security |
|  | T | Set up environment | e-portfolio set up & security | e-portfolio set up & security | e-portfolio set up & security | Test authentication endpoints |
|  | B | N/A | Best way to hold session data? | N/A | N/A | N/A |
|  |  |  |  |  |  |  |
| R | Y | e-portfolio Mock ups | e-portfolio Mock ups | e-portfolio Mock ups | e-portfolio Mock ups | e-portfolio Mock ups |
|  | T | e-portfolio Mock ups | e-portfolio Mock ups | e-portfolio Mock ups | e-portfolio Mock ups | e-portfolio Mock ups |
|  | B | N/A | N/A | N/A | N/A | N/A |
|  |  |  |  |  |  |  |
| N | Y | UI Mock ups | UI Mock ups | UI Mock ups | UI Mock ups | UI Mock ups |
|  | T | UI Mock ups | UI Mock ups | UI Mock ups | UI Mock ups | UI Mock ups |
|  | B | Colour scheme | Location of buttons | N/A | N/A | N/A |

# Scrum Meetings: Week 6

**S: Sam**          **R: Roman**          **N: Natasha**

**Y: Yesterday**     **T: Today**          **B: Blockers**

| | | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| S | Y | Build Node.js server | Build Node.js server | Build Node.js server Build GUI & functionality for login page | Build GUI & functionality for login page | Build GUI & functionality for login page |
| | T | Build Node.js server | Build Node.js server Build GUI & functionality for login page | Build GUI & functionality for login page | Build GUI & functionality for login page | Build GUI & functionality for login page |
| | B | Needing a server was a surprise | N/A | N/A | N/A | N/A |
| | | | | | | |
| R | Y | GUI: status page | GUI: status page | GUI: status page | GUI: status page Test header endpoints | Functionality: result page GUI: header mapping |
| | T | GUI: status page | GUI: status page | GUI: status page Test header endpoints | Functionality: result page GUI: header mapping | Functionality: result page GUI: header mapping |
| | B | N/A | Unsure how to manage error vs success | N/A | N/A | N/A |
| | | | | | | |
| N | Y | GUI: import page | GUI: import page | GUI: import page | GUI: import page | Functionality: import page |
| | T | GUI: import page | GUI: import page | GUI: import page | Functionality: import page | Functionality: import page |
| | B | N/A | N/A | N/A | N/A | N/A |

# Scrum Meetings: Week 7

**S: Sam**  **R: Roman**  **N: Natasha**

**Y: Yesterday**  **T: Today**  **B: Blockers**

| | | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| S | Y | N/A | About us Section | About us Section | Project write-up | Project write-up |
| | T | About us Section | About us Section | Project write-up | Project write-up | N/A |
| | B | N/A | N/A | N/A | N/A | N/A |
| | | | | | | |
| R | Y | N/A | VM set up | N/A | GUI: header Mapping | GUI: header Mapping |
| | T | VM set up | N/A | GUI: header Mapping | GUI: header Mapping | Functionality: status page |
| | B | Need VM from Saryta | N/A | N/A | N/A | N/A |
| | | | | | | |
| N | Y | Functionality for import page | Functionality for import page | N/A | N/A | e-portfolio footer |
| | T | Functionality for import page | N/A | N/A | e-portfolio footer | e-portfolio header |
| | B | N/A | N/A | N/A | N/A | N/A |

# Scrum Meetings: Week 8

| | | | |
|---|---|---|---|
| **S: Sam** | **R: Roman** | **N: Natasha** |
| **Y: Yesterday** | **T: Today** | **B: Blockers** |

| | | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| **S** | **Y** | N/A | Loading page | Loading page | GUI: item mapping | GUI: item mapping |
| | **T** | Loading page | Loading page | GUI: item mapping | GUI: item mapping | GUI: item mapping |
| | **B** | N/A | N/A | Wasn't retuning right object from server | N/A | N/A |
| | | | | | | |
| **R** | **Y** | Functionality: status page | Functionality: status page | VM set up | GUI: header Mapping | GUI: header Mapping |
| | **T** | Functionality: status page | VM set up | GUI: header Mapping | GUI: header Mapping | Functionality: status page |
| | **B** | N/A | N/A | N/A | N/A | N/A |
| | | | | | | |
| **N** | **Y** | N/A | e-portfolio header | Functionality for import page | Functionality for import page | Functionality for import page |
| | **T** | e-portfolio header | Functionality for import page | Functionality for import page | Functionality for import page | N/A |
| | **B** | N/A | N/A | N/A | N/A | N/A |

# Scrum Meetings: Week 9

**S: Sam**          **R: Roman**          **N: Natasha**

**Y: Yesterday**          **T: Today**          **B: Blockers**

|   |   | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| S | Y | Functionality Item Mapping | Functionality Item Mapping | Functionality Item Mapping | User Manual Date transformation | User Manual |
|   | T | Functionality Item Mapping | Functionality Item Mapping | User Manual Date transformation | User Manual | e-portfolio & cancel button |
|   | B | Need a variable from the header mapping | N/A | No photos for user manual | N/A | N/A |
|   |   |   |   |   |   |   |
| R | Y | Functionality Header mapping | Functionality Header mapping | Functionality Header mapping | Functionality Header mapping | Functionality Header mapping |
|   | T | Functionality Header mapping | Functionality Header mapping | Functionality Header mapping | Functionality Header mapping | Functionality Header mapping |
|   | B | Checkfront API endpoint | Checkfront API endpoint | Checkfront API endpoint csvData is grouped by external booking id | Checkfront API endpoint | N/A |
|   |   |   |   |   |   |   |
| N | Y | N/A | e-portfolio footer | e-portfolio footer | Validation: email | Validation: email |
|   | T | e-portfolio footer | e-portfolio footer | Validation: email | Validation: email | N/A |
|   | B | N/A | N/A | N/A | N/A | N/A |

# Scrum Meetings: Week 10

| | | | |
|---|---|---|---|
| **S: Sam** | **R: Roman** | **N: Natasha** |
| **Y: Yesterday** | **T: Today** | **B: Blockers** |

| | | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| **S** | **Y** | English brochure User Manual | Validation: item ids Validation: dates | Import: did validation work | Import: chunks of 10 | Import: chunks of 10 |
| | **T** | Validation: item ids Validation: dates | Import: did validation work | Import: chunks of 10 | Import: chunks of 10 | testing |
| | **B** | N/A | N/A | N/A | Getting success message, but its not working | N/A |
| | | | | | | |
| **R** | **Y** | Header mapping | Header mapping | Header mapping | e-portfolio | Data transformation |
| | **T** | Header mapping | Header mapping | e-portfolio | Data transformation | Data transformation |
| | **B** | N/A | N/A | N/A | N/A | N/A |
| | | | | | | |
| **N** | **Y** | Email validation | Validation: required | Validation: required | Validation: required | Validation: required |
| | **T** | Validation: required | Validation: required | Validation: required | Validation: required | Auto mapping |
| | **B** | N/A | N/A | N/A | N/A | N/A |

# Scrum Meetings: Week 11

**S: Sam**  **R: Roman**  **N: Natasha**

**Y: Yesterday**  **T: Today**  **B: Blockers**

| | | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| S | Y | Test failed imports | Create failed csv | | | |
| | T | Create failed csv | | | | |
| | B | N/A | | | | |
| | | | | | | |
| R | Y | Data transformation | | | | |
| | T | Data transformation | | | | |
| | B | N/A | | | | |
| | | | | | | |
| N | Y | Auto mapping | | | | |
| | T | Auto mapping | | | | |
| | B | N/A | | | | |

# Scrum Meetings: Week 12

**S: Sam**        **R: Roman**        **N: Natasha**

**Y: Yesterday**        **T: Today**        **B: Blockers**

|   |   | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|---|---|---|---|---|---|---|
| **S** | **Y** |   |   |   |   |   |
|   | **T** |   |   |   |   |   |
|   | **B** |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **R** | **Y** |   |   |   |   |   |
|   | **T** |   |   |   |   |   |
|   | **B** |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **N** | **Y** |   |   |   |   |   |
|   | **T** |   |   |   |   |   |
|   | **B** |   |   |   |   |   |