

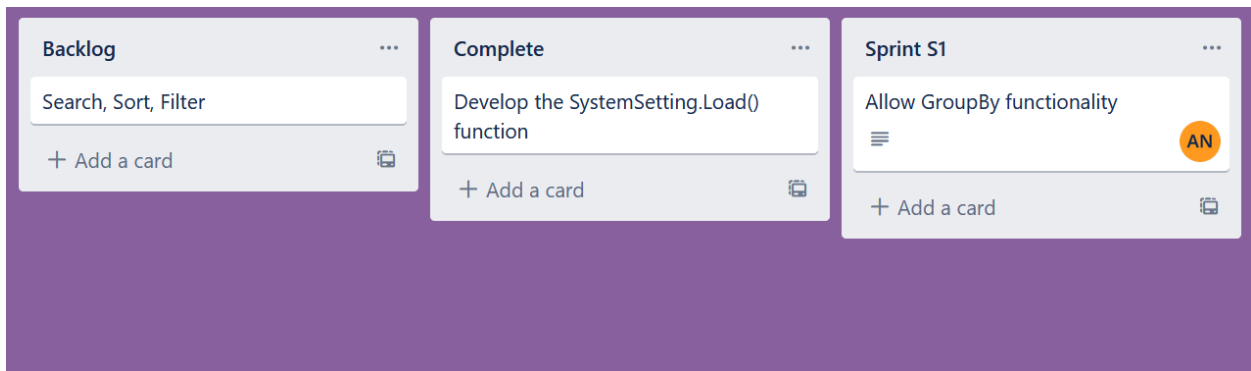
## Daily SCRUM Meeting Log

*Minutes for all SCRUM meetings and Sprint meetings.*

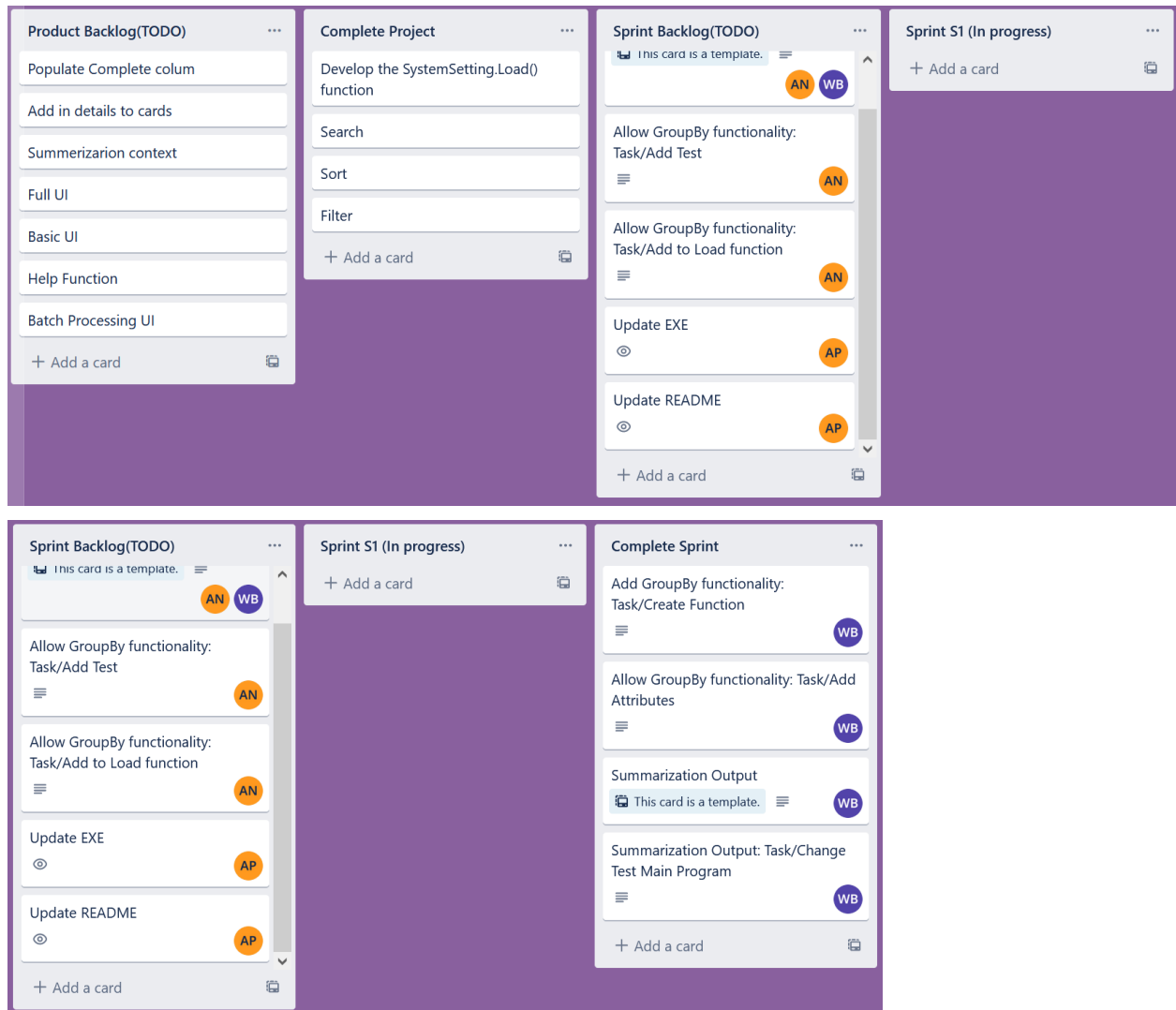
**4/21/2022**

### **Sprint planning meeting / First SCRUM meeting**

- 3:00PM: Logged on
- 3:00-3:15: Created SE scrum on Trello
- 3:00-3:15: Created p5 game plan
- 3:15: Deciding who does what, looking over the project deliverable
- 3:19: Draft of SCRUM Log:



- **3:20: First SCRUM meeting started**
- 3:23: Determining backlog items
  - Backlog - everything we want to do (to-do list)
  - Sprint - everything we will do
  - Sprint backlog - everything we have failed to do in a sprint (to do)
- 3:30: build up sprint list
- 3:32: Determining definitions
- 3:33-3:40: Determining when to have daily scrum meetings
  - Trent is the SCRUM master
  - Ashlyn, Anakin, and Wil are the developers
  - Professor is the product owner
- 3:42: Determining items in SCRUM trello list / Reading over document
- 3:45-3:54: Deciding who does what for next time
- 3:54-4:04: Adding items to Sprint Backlog, Defining done-ness for all Sprint Backlog items
- 4:04: Move items to 'Complete Sprint'
- 4:06: snapshot of current sprint state:



- 4:08-4:11: Determining “doneness”, again
- 4:11-4:15: Determining how long items will take to complete for next time
- 4:15PM: released

**4/22/2022**

**Discord SCRUM Meeting:**

- Trent put a few cards into Trello and talked to a TA about how much detail is needed for the project
- Ashlyn did not make any progress
- Anakin did not make any progress
- Wil did not make any progress

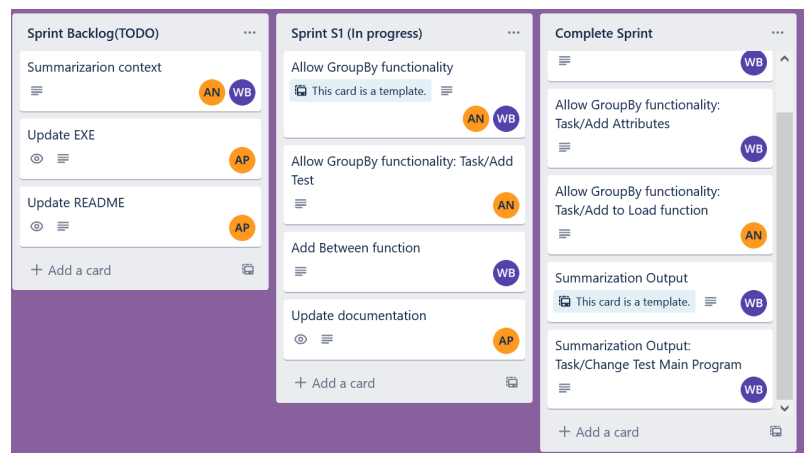
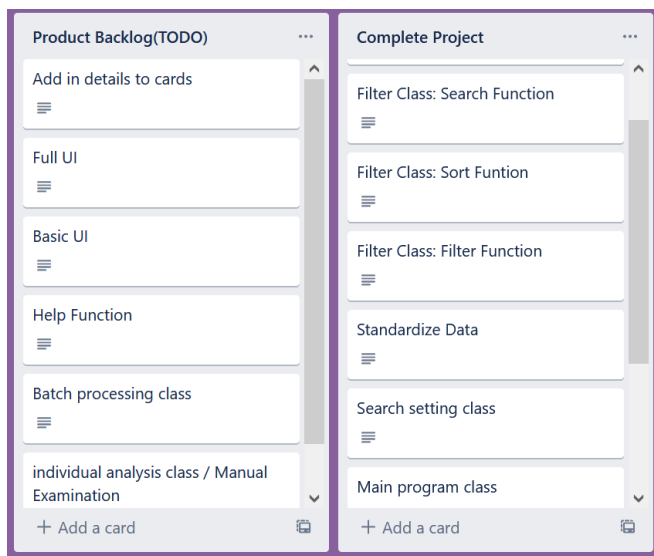
**4/23/2022**

- 4:00 PM: Started meeting

- 4:00 - 4:03: Anakin finished a sprint task (Allow GroupBy functionality: Task/Add to Load function) Next task is tests
- Wil did not make any progress
- Ashlyn did not make any progress
- 4:05 - 4:07: Trent reported on updates to the SCRUM Board and updated the board during the meeting
- 4:07-4:12: Small talk about the nature of the class
- 4:12 PM: Released

#### 4/24/2022

- 3:55 PM: Started meeting
- Ashlyn added traceability to SearchSettings.py
- Wil made progress on tests
- Trent did not make any progress
- Anakin made progress on tests
- 3:57 PM: Discussion about meeting schedules
- 3:59: Recording of future meeting dates/times
- 4:00PM: Updating cards in Trello
- 4:00 - 4:06: Updating Ashlyn on past meeting
- 4:06 - 4:10: Discussion about assigning new tasks for next sprint
- 4:13: Screenshots of the Trello board:



- 4:15: End of meeting

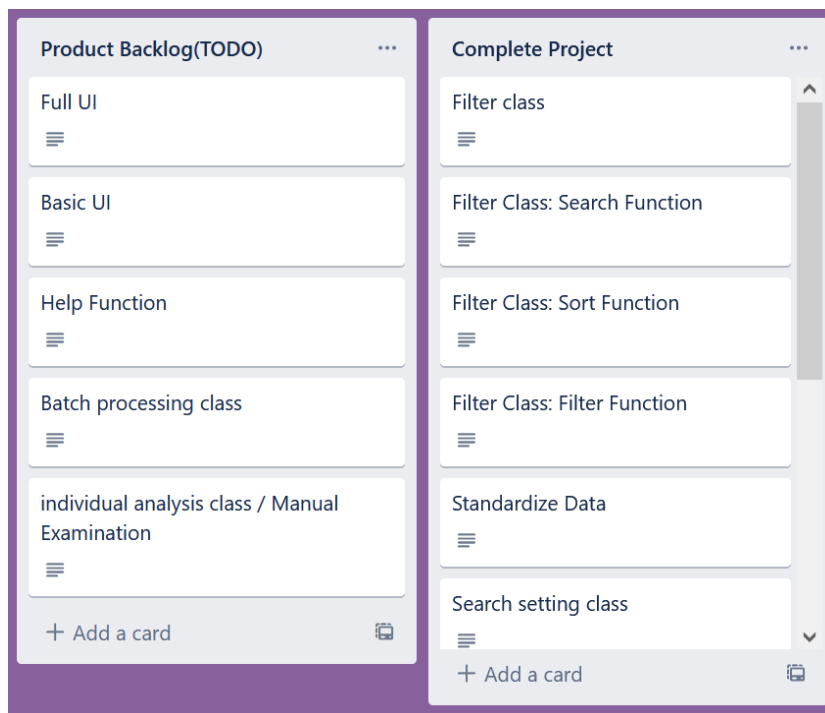
#### 4/26/2022

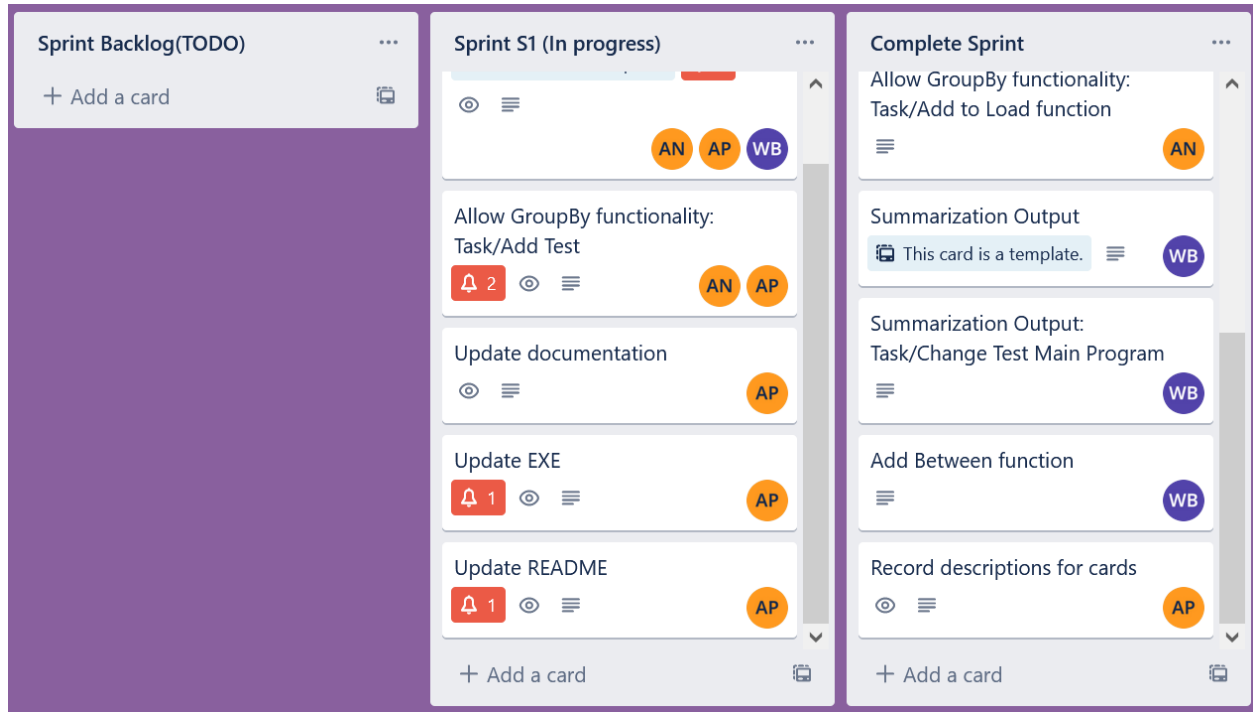
- 3:00: Start of meeting
- 3:02: Wil reported he finished the 'between functions'
- 3:02: Moved 'add between function' to complete sprint
- 3:02: Wil reported groupBy test still in progress

- 3:02: Ashlyn has created a Documentation Updates document
- 3:02: Anakin reported progress on testing
- 3:03: Summarization Context is still in progress
- 3:03-3:10: Determining future schedule for meetings, determining sprint review and sprint retrospective dates
- 3:10: Reassigning groupBy tests
- 3:10-3:13: Clarification questions, creation of 'Record descriptions for cards' card.
- 3:13-3:18: Discussion of to-do list
- 3:18: Released

#### 4/28/2022

- 3:02: Start of meeting
- 3:02: Wil reported he has finished the "summary" function
- 3:03: Ashlyn reported she has finished recording the task descriptions (created document P5 Record of Card Description)
- 3:03-3:12: Audio issues
- 3:12: Anakin has been working on the tests but has not finished
- 3:13: Added Ashlyn to GroupBy functionality (if needed)
- 3:15: Reminder of Sunday meeting, clarifications
- 3:17: Move 'Update EXE', 'Update README' to the Sprint S1 (In Progress)
- 3:18: Released





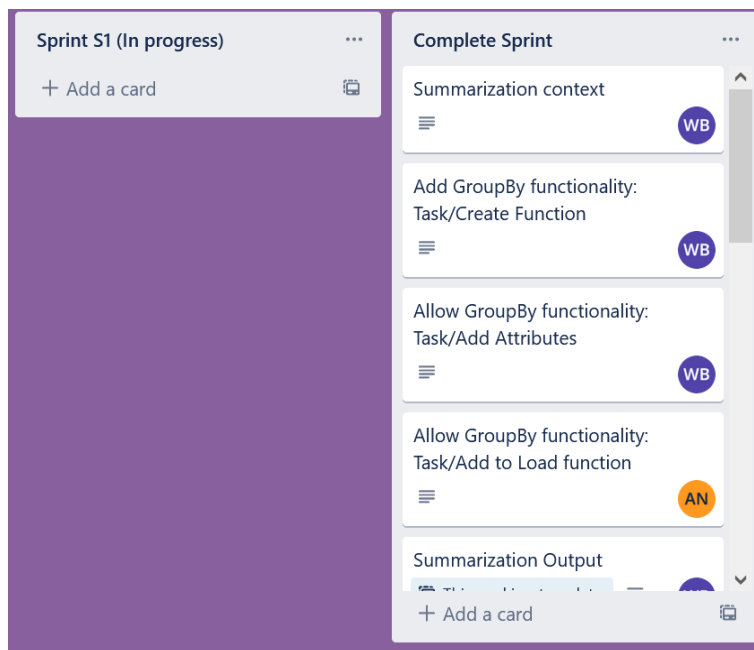
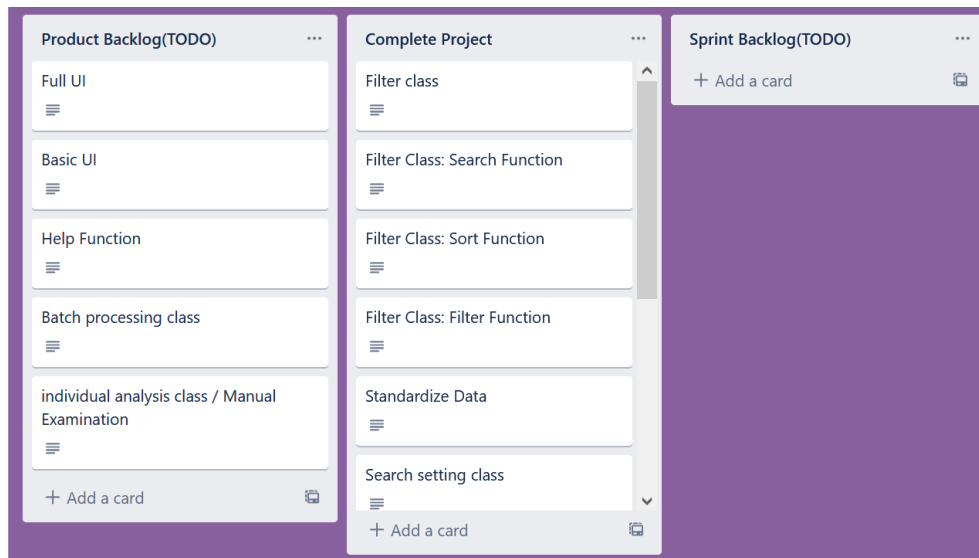
**5/1/2022**

## **Sprint Review**

*Focusing on this sprint alone*

- 3:00PM: Meeting started
- 3:01: Moving items to 'complete' section in Trello
- 3:02: Discussion of what everyone did last time
- 3:02-3:04:
  - Trent did screenshot recording for Trello cards
  - Ashlyn updated the readme, .exe files, recorded github commit history, created p5 test execution report, updated documentation, added traceability
  - Anakin wrapped up the tests
  - Wil - nothing
- 3:04-3:07: Updating Trello images document
- 3:07-3:10: Clarification on P5 to-do items
- 3:10-3:16: Wrapping up Trello images document
- 3:16-3:18: Checking what to submit
- 3:18: Checking if our code is working correctly, if the tests pass
- 3:20: Determining what we would do for our next sprint
  - UI implementation?
- 3:20-3:28: Discussion of P5 Test Execution Report
  - Adding new .exe file and descriptions
- 3:31: Adding new .exe file for groupbytest.py
- 3:32: Updating readme
- 3:35: Fixing sprint design

- 3:35: Combing over other documents
  - 3:39: Fixing up 'Trello card images'
  - 3:42: Cleanup for README, other Github items
  - 3:45: Adding commentary of how we are assuming code is fully functional past P4.
- 3:49: Discussion of final in class
- 3:50: Review of README
- 3:52: Decided to make README for all documents, not just code
- 3:53: End of sprint review



**5/1/2022**

## **Sprint Retrospective**

- 4:04: Start of meeting
- 4:05-4:10: Discussion of what went well, what didn't
  - Regular meetings went well
  - Good collaboration, good communication
  - Relatively even amount of work
  - We played to our strengths:
    - Trent: idea generation, leadership
    - Ashlyn: writing, clarity, good at tying up loose ends
    - Wil: optimization, directness, big picture
    - Anakin: creativity, collaboration, communication
  - Weaknesses:
    - Trent: Scattered and can ramble, spelling
    - Ashlyn: interrupt people, does things at the last minute
    - Anakin: Can't reflect
    - Wil: Sometimes do things without communicating. Find it easier to just go ahead and do it myself. Move fast and break things rather than ask permission.
- 4:10-4:19: What to change, what to celebrate
  - Change:
    - Space out meetings more - we need about two per week not one per day
    - More detailed comments on Github rather than just "changed this" etc.
    - Comments for each file on Github rather than imprecise mass commits of multiple files at once
    - More alignment with Industry Standards for our work
    - Possibly improve readme and in-code comments
  - Celebrate:
    - Good grades
    - Good teamwork
    - Good workflow for the semester
    - Effective division of labor
    - Effective social engagement within the group to promote synergy
- 4:19: Checking if there's anything to change
- 4:20-4:25: Observe README from a 'new' perspective, editing README file (grammar, etc.)
- 4:26: Added link for Trello inside Trello Card Information
- 4:28: Discussion of .EXE files
- 4:28-4:35: Updating LOAFR Github / Document Changes, updating links to Trello and Github
- 4:35-4:40: Updating LOAFR Github / Document Changes, discussion about grading
- 4:40-4:45: Discussion of future plans for class
- 4:45-4:48: Created list of what to submit

- 4:48-4:53: General discussion
- 4:54: Moved Daily SCRUM Meeting Log history to other document
- 4:57: End of meeting