Sprint 3, SCRUM Meeting 1 for Team 7 Speech Expression
Prepared by: Tyler Nichols
Meeting Date: 26 April 2022

Meeting Attendees

1. (Zhuo) Danny Chen
2. Tyler Nichols
3. Mark Sturtevant

Meeting Agenda Items

- Discuss our progress since our last SCRUM meeting.
- Review our Sprint 3 backlog.
  - Assign our first set of tasks for Sprint 3.

Status Update Since Last Meeting

Accomplishments:
- Completed Sprint 2 and prepared the Sprint 3 backlog.
- Worked on implementing additional color scheme options, but decided to postpone its completion until we settled on how to implement the script color coding feature.
  - Instead, we worked on renovating the app's visual layout.
- Added an options panel to the product's home page that enables a user to toggle some of its features (was originally planned for its summary page).

Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Implement additional color schemes.	Tyler	No
Renovate the product's page layouts.	Tyler	Yes
Color code script differences.	Mark	Yes
Add an options panel to the summary page.	Danny	Yes

Before The Next Meeting

Plans:
- Implement a recommendation feature that guides a user on interpreting their presentation

analyses.
- Add additional options to the new options panel.
  - Includes things like toggles for hiding and showing the home page's script, transcription, and timer, for example.
- Add a help button that users can press to access basic instructions and explanations about the product and its features.

Task Assignments:

Task Description	Assigned to
Implement the product's recommendation feature.	Mark
Add additional basic options to the new options panel.	Danny
Add a help button to the home page.	Tyler
Finish implementing a secondary color scheme.	Tyler

Minutes from Previous Meeting

As our previous SCRUM meeting was held right before the end of Sprint 2, it focused heavily on preparing to complete Sprint 2 and begin Sprint 3. We found our product mostly ready for the Sprint's end, and we had completed most of our tasks, so we divided a few more software development tasks amongst ourselves before shifting focus to our documentation. Our remaining development tasks focused mostly on improving the product's aesthetic and usability with color and toggle options.