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## SCRUM Meeting 3 for Team 7 Speech Expression

Prepared by: Tyler Nichols

Meeting Date: 04/06/2022

## Meeting Attendees

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

## Meeting Agenda Items

- Discuss progress since our last SCRUM meeting.
- Discuss any necessary steps to take before the end of Sprint 1.
- Review the project's current state.
  - Discuss each member's intended next steps.
  - Test the product's functionality after this deadline, making changes as necessary.
  - Review and update task assignment.

## Status Update Since Last Meeting

### Accomplishments:

- Implemented a basic Home timer feature.
- Completed general Sprint 1 documentation.
- Completed a basic timer for our Home page.
- Determined a tentative home page style and format.

### Tasks Completed:

Task Description	Assigned to	Completed? (yes/no)
Completing the document for Sprint 1	Tyler, Mark	yes
Discuss presentation plans for next week.	All	yes
Finalize the git repository and update the hosted website if necessary.	Danny	yes
Work on Home page timer feature.	Tyler	yes
Home page style and formatting.	Tyler	yes



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## Before The Next Meeting

### Plans:

- Demonstrate our project in our coming lab session.
- Review and submit Sprint 1 documentation.

### Task Assignments:

Task Description	Assigned to
Present the results of Sprint 1 to the TAs in lab	Everyone
Adjust project plans and determine tentative Sprint 2 tasks according to our lab presentation feedback.	Tyler

## Minutes from Previous Meeting

Our last meeting started with a review of our recent progress and goals; we found that our project had reached at least a minimal state of viability, and we had already reorganized our project's code base, so we decided to focus more on polishing our current code, preparing for our upcoming lab presentation and Sprint 1 deadline, and finalizing our documentation until the end of the current sprint.