

SCRUM MEETING WEEK (5)

✓ Sprint planning checklist

Preparation	Meeting	Follow up
<ul style="list-style-type: none">- Dataset research- Confirming dataset	Developing high level summary, use case, selecting users and determining features	<ul style="list-style-type: none">- Draft use case diagram and list of requirements and features for TA

👥 Sprint team members

Name	Role
Katie Van Rooyen	Scrum Master
Andreas Hoffbauer	Development Team
Megan Ali	Development Team
Elana Wood	Product Owner

✏️ Sprint planning meeting items

Previous sprint summary

Sprint theme	Confirming dataset and prep for M2
Issues completed	1
Issues left	2
Team Capacity	44%
Summary	Katie- 0% Elana – 50% Andreas – 100% Megan – 25%

Details Current sprint

Start date	Feb 8
End date	Feb 13
Sprint theme	Project application development
Team capacity	44 %
Issues capacity	3
Individual capacity	Member 1: 0% Member 2: 50% Member 3: 100% Member 4: 25%
Potential risks	Other assignment deadlines, midterms
Mitigations	Communicate effectively with other members, set realistic expectations of how much a member can accomplish

Sprint planning resources

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