SCRUM MEETING WEEK (8)

✅ Sprint planning checklist

Preparation	Meeting	Follow up
Each team member researches one of the requirements of M3	Requirements for M3 have changed since research tasks were delegated over reading break. Delegating research tasks for testing	Rough drafts for each component for M3 complete by end of sprint

👥 Sprint team members

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

✏️ Sprint planning meeting items

Previous sprint summary

Sprint theme	Finish and submit M2, prep for M3
Issues completed	9
Issues left	0
Team Capacity	44%
Summary	Completed and submitted M2 prior to reading break and researched requirements for M3

Details Current sprint

Start date	Tues Feb 27

End date	Tues March 5
Sprint theme	Drafting sections for M3
Team capacity	80%
Issues capacity	13.5
Individual capacity	Member 1: 80% - 3.5 issues Member 2: 100% - 4 issues Member 3: 70% - 3 issues Member 4: 70% - 3 issues
Potential risks	Challenges in understanding requirements for M3 since some of the content hasn't yet been discussed in class
Mitigations	Attending class, keeping up with class content, doing extra research, clarifying any points of confusion with TA/prof

📚 Sprint planning resources (Meeting Notes)
- 5 issues for sequence diagrams posted in GitHub.
- Still plan to include architecture diagram in M3 Report.
- Post links to helpful resources in issues.

Previous M3 Breakdown
- Architecture Diagram - Elana
- Class Diagrams - Megan
- DFD - Katie
- Sequence Diagram – Andreas

New M3 Breakdown
- Design Patterns - Elana
- Class Diagrams - Katie
- Testing plan - Megan
- Sequence Diagram – Andreas