

SCRUM MEETING WEEK (6)

✓ Sprint planning checklist

| Preparation | Meeting | Follow up |
|---|---|--|
| <ul style="list-style-type: none">- Finalizing feature requirement list- Started introduction for M2- Markdown document added to git with drafted feature list and requirements | Focusing this week on developing high level summary, use case, selecting users, determining features and submitting M2 document | <ul style="list-style-type: none">- Continue cleaning up requirements.- Make use case diagram- Draft, review and submit M2 |

👥 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

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|-------------------------|--|
| Sprint theme | Confirming dataset and prep for M2 |
| Issues completed | 0 |
| Issues left | 5 |
| Team Capacity | 44% |
| Summary | <p>Katie- 0% Elana – 50% Andreas – 100% Megan – 25%</p> <p>Note: needing to reduce scope of issues, 5 issues in progress</p> |

Details Current sprint

| | |
|----------------------------|--|
| Start date | Feb 8 |
| End date | Feb 13 |
| Sprint theme | Project application development |
| Team capacity | 44 % |
| Issues capacity | 5 |
| Individual capacity | Member 1: 60% Member 2: 50% Member 3: 30% Member 4: 25% |
| Potential risks | Availability only in 1 st half of week (before reading break) |
| Mitigations | Communicate effectively with other members, set realistic expectations of how much a member can accomplish before reading break. |

Sprint planning resources

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