SCRUM MEETING WEEK (2)

**:white_check_mark: Sprint planning checklist**

|  |  |  |
| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| * Dataset research * Confirming dataset | ​​Developing high level summary, use case, selecting users and determining features | * ​​Draft use case diagram and list of requirements and features for TA |

**:busts_in_silhouette: 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** |  |
| **Summary** | ​​ Katie- 0%  Elana – 50%  Andreas – 100%  Megan – 25% |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​ |
| **End date** |  |
| **Sprint theme** | ​​ |
| **Team capacity** |  |
| **Issues capacity** |  |
| **Individual capacity** | Member 1:  Member 2:  Member 3:  Member 4: |
| **Potential risks** |  |
| **Mitigations** |  |

**:books: Sprint planning resources**