SCRUM MEETING WEEK ()

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​ Completed setup, got everyone on the page regarding implementation, checking up on M3. | ​​ Worked on M3. Discussed the future requirements for starting backend functionality to the web app. Assigned issues on GitHub regarding current actions. | ​​ The team will be meeting twice in the coming week to discuss progress and work on development. |

** Sprint team members**

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| --- | --- |
| **Name** | **Role** |
| ​​ Sarabroop Singh Aulakh | ​​ Team Member |
| Shreya Saxena | Team Member |
| Raghav Bhagria | Scrum Master |
| Lluis Escolano | Team Member |
|  |  |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​ M3 preparation and research |
| **Issues completed** | ​​ 7 |
| **Issues left** |  |
| **Team Capacity** | 32 Hours |
| **Summary** | ​​ Everyone got started working on M3, We have a basic design implemented for the website. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​ 3rd march, 2024 |
| **End date** | 10th March,2024 |
| **Sprint theme** | ​​ Closing M3 and start implementing user stories |
| **Team capacity** | 32 Hours |
| **Issues capacity** | 16 hours |
| **Individual capacity** | Sarabroop – 8 hours  Raghav – 8 hours  Shreya – 8 hours  Lluis – 8 hours |
| **Potential risks** | N/A |
| **Mitigations** | N/A |

** Sprint planning resources**

* Class slides
* Github