SCRUM MEETING WEEK 7 (Feb 13-20)

:white_check_mark: **Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​All members have prepared sections of the requirements documentation. | ​​Go over 2nd milestone tasks. | ​​Complete 2nd milestone tasks. Start with 3rd milestone issues. |

**Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Anthony Argatoff | Scrum Master |
| Aayush Chaudhary | Member |
| Varun Patel | Member |
| Dylan Pickard | Member |
| Ryan Pybus | Member |

**Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | ​​Requirements |
| **Issues completed** | ​​2 |
| **Issues left** | 1 |
| **Team Capacity** (team time allocation in percentage) | 90% |
| **Summary** | Completed most sprint tasks, need to finish one final sprint task to complete the requirements section. |

**Details Current sprint**

|  |  |  |
| --- | --- | --- |
| **Start date** | ​​ Feb 13 | |
| **End date** | Feb 20 | |
| **Sprint theme** | ​​High-level diagram, use-cases, class diagram | |
| **Team capacity** (team time allocation in percentage) | 80% | |
| **Issues capacity** (issues team faces in a percentage) | 90% | |
| **Individual capacity** (percentage for each team member) | ​​Anthony Argatoff | 80% |
| Aayush Chaudhary | 100% |
| Varun Patel | 100% |
| Dylan Pickard | 80% |
| Ryan Pybus | 100% |
| **Potential risks** (issues that impede progress) | Midterm studying for courses (310, 320, 360, 341, 331) | |
| **Mitigations** (how to mitigate issues. Ex: delegation. Complete tasks given risks) | Proper time management. Give some more issues to members with less midterms and studying. | |

**Sprint planning resources**

* https://www.wrike.com/scrum-guide/faq/what-is-scrum-planning/