SCRUM MEETING WEEK ()

:white_check_mark: **Sprint planning checklist**

|  |  |  |
| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​Prepare diagrams (sequence, high-level, class diagrams) | Go over completed tasks, meeting with Rohit. | ​​Will start coding this week, as well as finishing M3 tasks. |

**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** | ​​Diagram Documentation |
| **Issues completed** | ​​ 6 |
| **Issues left** | 7 |
| **Team Capacity** (team time allocation in percentage) | 90% |
| **Summary** | ​​ Finished some issues, but still have a couple to carry over (intentionally signed a lot of work to potentially complete over the break) |

**Details Current sprint**

|  |  |  |
| --- | --- | --- |
| **Start date** | ​​ February 27 | |
| **End date** | March 5 | |
| **Sprint theme** | ​​Diagrams, testing, design patterns, begin programming | |
| **Team capacity** (team time allocation in percentage) | 90% | |
| **Issues capacity** (issues team faces in a percentage) | 90% | |
| **Individual capacity** (percentage for each team member) | ​​Anthony Argatoff | 90% |
| Aayush Chaudhary | 90% |
| Varun Patel | 80% |
| Dylan Pickard | 90% |
| Ryan Pybus | 100% |
| **Potential risks** (issues that impede progress) | Midterms, project due dates for other classes. | |
| **Mitigations** (how to mitigate issues. Ex: delegation. Complete tasks given risks) | Proper time management, good team communication. | |

**Sprint planning resources**