SCRUM MEETING WEEK (14)

**:white_check_mark: Sprint planning checklist**

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| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​Reviewing about lecture notes, use case diagram and project features | ​Improve the basic features of the project and optimize the use details | ​​Modify the details |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​Beichen Gu | Back end |
| Lucas Xu | Back end |
| Ming Xu | Front end |
| Serena Chen | Front end |
| Zidong Zheng | Front end |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | Optimize project features |
| **Issues completed** | Modify the project details according to the obtained requirements. |
| **Issues left** | None |
| **Team Capacity** | 100% |
| **Summary** | ​​All issues have been completed. |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​4.5 |
| **End date** | 4.12 |
| **Sprint theme** | Optimize project features |
| **Team capacity** | 100% |
| **Issues capacity** | 100% |
| **Individual capacity** | Beichen Gu 100%  Lucas Xu 100%  Ming Xu 100%  Serena Chen 100%  Zidong Zheng 100% |
| **Potential risks** | There may be details that still need to be optimized. |
| **Mitigations** | Group brainstorm and research |

**:books: Sprint planning resources**