SCRUM MEETING WEEK (4)

**:white_check_mark: Sprint planning checklist**

|  |  |  |
| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​ | ​​ | ​​ |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Beichen Gu | ​​ User story |
| Lucas Xu | Use case diagram |
| Ming Xu | Use case diagram |
| Serena Chen | features |
| Zidong Zheng | User story |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | ​​e.g., Bugs |
| **Issues completed** | ​​ |
| **Issues left** |  |
| **Team Capacity** |  |
| **Summary** | ​​ |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​ 2024.1.28 |
| **End date** | 2024.2.2 |
| **Sprint theme** | ​​ Features |
| **Team capacity** | 100% |
| **Issues capacity** | 100% |
| **Individual capacity** | Member 1 100%  Member 2 100%  Member 3 100%  Member 4 100%  Member 5 100% |
| **Potential risks** |  |
| **Mitigations** |  |

**:books: Sprint planning resources**