SCRUM MEETING WEEK 4 - Team Accord

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| Understanding use case description and diagram, user requirements, system requirements. | * ​​Developing some basic/essential use case diagram +use case descriptions for the Discord-clone web application. * Finishing up Use-Case Diagram. * Assign tasks for team members on Kanban. * Prepare for next week tasks. | * ​​Finishing up use-case diagram. * Writing user stories. * Provide high-level description of the project. * Provide user requirements. |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​Colin Lefter | ​​Scrum Mater |
| Hoc Nguyen | Developer |
| Toby Nguyen | Developer |
| Bao Pham | Developer |
| Immanuel Wiessler | Developer |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary (non-applicable for this week)**

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

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​ January 29th, 2024 |
| **End date** | February 4th, 2024 |
| **Sprint theme** | ​​ Project Description and Requirements |
| **Team capacity** | 5 members \* 6 hours = 30 hours |
| **Issues capacity** | * Built the foundation of the use-case diagram = 10 hours (5 members \* 2 hours). * Finishing up Use-case Diagram = 6 hours (2 members \* 3 hours). |
| **Individual capacity** | * Colin Lefter 🡪 Finishing up Use-case Diagram. * Hoc Nguyen 🡪 Finishing up Use-case Diagram. * Immanuel Wiessler 🡪 Helped built the foundation of the Use-case Diagram. * Bao Pham 🡪 Helped built the foundation of the Use-case Diagram. * Toby Nguyen 🡪 Helped built the foundation of the Use-case Diagram. |
| **Potential risks** | None |
| **Mitigations** | None |

**:books: Sprint planning resources**

* COSC 310 Lecture notes
* LucidChart to help build the Use-case Diagram.