SCRUM MEETING WEEK 5 - Team Accord

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| * Understanding how to construct Data Flow Diagrams (DFD), UML class diagrams, use-case descriptions, user requirements, functional requirements and user stories | * ​​Adding issues to our Kanban board * Assigning tasks for the current sprint * Reviewing progress made on the use-case diagram, use-case descriptions and discussing revisions | * Reviewing and finalizing drafts for user stories, the high-level description and introduction for our project, user requirements, DFDs and the UML class diagram |

**:busts_in_silhouette: Sprint team members**

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| **Name** | **Role** |
| ​​Colin Lefter | ​​Scrum Master |
| Hoc Nguyen | Developer |
| Toby Nguyen | Developer |
| Bao Pham | Developer |
| Immanuel Wiessler | Developer |
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** Sprint planning meeting items**

**Previous sprint summary**

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| **Sprint theme** | ​​Writing the first draft for our use-case descriptions and our use-case diagram | Project Description and Requirements |
| **Issues completed** | ​​Use-case diagram |
| **Issues left** | Use-case descriptions |
| **Team Capacity** | 5 members \* 6 hours = 30 hours |
| **Summary** | ​​All members contributed to the development of the use-case diagram, with two members finalizing the diagram by reconstructing it after validating the notation used in the diagram. One member completed the first draft for the use-case descriptions. |

**Details Current sprint**

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| **Start date** | ​​ February 5th, 2024 |
| **End date** | February 12th, 2024 |
| **Sprint theme** | ​ Finalizing prior drafts, creating new drafts for new issues |  Project Description and Requirements |
| **Team capacity** | 5 members \* 8 hours = 40 hours |
| **Issues capacity** | * Completed UML diagram = 4 hours (2 members \* 2 hours) * Completed DFD level 0 = 3 hours (3 members \* 1 hour) * Worked on DFD level 1 = 3 hours (3 members \* 1 hour) * Completed project high-level description = 0.5 hours (1 member \* 0.5 hours) * Completed project introduction = 0.5 hours (1 member \* 0.5 hours) * Completed use-case descriptions = 4 hours (1 member \* 4 hours) |
| **Individual capacity** | * Colin Lefter 🡪 Writing the high-level description, project introduction and making the UML diagram * Hoc Nguyen 🡪Writing the use-case descriptions, assisting with the UML diagram * Immanuel Wiessler 🡪 Creating DFD L0, L1 * Bao Pham 🡪 Creating DFD L0, L1 * Toby Nguyen 🡪 Creating DFD L0, L1 |
| **Potential risks** | Having to reconstruct diagrams after notation clarification. |
| **Mitigations** | Closely consulting the lecture notes and cross-validating notation with a range of online sources. |

**:books: Sprint planning resources**

* COSC 310 Lecture notes
* LucidChart to construct DFD L0, L1, and the UML class diagram