SCRUM MEETING WEEK (4)

**:white_check_mark: Sprint planning checklist**

| **Preparation** | **Meeting** | **Follow up** |
| --- | --- | --- |
| * Planning Scrum Meeting for Week 4 * Gathering individual ideas to share for the group * Discussed target demographic * Assigned sprint roles * Determining unknown aspects of the project and formulating questions to ask the TA during the lab | ​​   * Project Scope * User Stories and Project Description * Developed use-case diagrams * Features list * New Name | ​​   * Do team members have any thoughts on features discussed during the lab? * Are there any aspects of the project that team members want to change? |

** Sprint team members**

| **Name** | **Role** |
| --- | --- |
| ​​Mark Lovesey | ​​Scrum Master |
| Rhys Smith | Team Member: |
| Nolan Nishikawa | Team Member: |
| Ankkit Prakash | Team Member: |
| Daniel Penner | Team Member: |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

| **Sprint theme** | ​​N/A |
| --- | --- |
| **Issues completed** | ​​N/A |
| **Issues left** | N/A |
| **Team Capacity** | N/A |
| **Summary** | ​​Week #4 has been our first sprint as we have been assigned the project we will be doing. This was not the project we were intending, therefore it has required some new brainstorming and other items such as a better-suited project name. |

**Details Current sprint**

| **Start date** | 1/30/2024 |
| --- | --- |
| **End date** | 2/2/2024 |
| **Sprint theme** | ​​Initial Planning |
| **Team capacity** | 1 Issue |
| **Issues capacity** | 1 Issue |
| **Individual capacity** | Member 1 - 1 Issue  Member 2 - 1 Issue  Member 3 - 1 Issue  Member 4 - 1 Issue  Member 5 - 1 Issue |
| **Potential risks** | 1. Planning isn’t detailed enough (extra time must be allotted for completion) 2. Overblown/Unclear features that will be difficult to implement (overambitious ideas) |
| **Mitigations** | 1. Trying to throw absolutely any and every idea into the initial planning so that our final plan can be far more concrete 2. Allowing the initial planning phase to settle over the weekend and then approaching the initial plan and devising a new plan that cleans up any potential risks. |

** Sprint planning resources**

* https://github.com/chpsmstr/Tranquility

**Questions / Goals / Separate Ideas**

* New team name
* Find out for sure how many people need to be in the scrum meeting at one time
  + or if we can have external meetings
* Is E-Learning project a iClicker clone or different
* Can we use any framework we want?
* Group clickers
  + peer evaluation
* Google maps API radius