SCRUM MEETING WEEK (5)

**:white_check_mark: Sprint planning checklist**

| **Preparation** | **Meeting** | **Follow up** |
| --- | --- | --- |
| * Scheduling weekly meeting (Mondays from 12:30-2) | ​​   * Add issues to git backlog   + determining issues that we have in general * Team member focus areas   **Issues**  **Design**   * Logo, multiformed * Visualization for a home page   **Backend**   * Look at NEXT.js code examples / documentation / tutorials   + Same with Typescript   **Frontend**   * Look at Tailwind code examples / documentation / tutorials * View documentation   **Documentation**   * High-Level description   + detailed summary of the product * User Requirements (User Stories?) * Functional Requirements (used not only to determine the use cases that need to be developed but also to measure the success of the project (i.e., did you implement everything that was identified during the requirements engineering phase) * Reviewing use case diagrams (improving?) * Review user stories (place them in the project backlog)   Once complete  README.md with “Requirements Engineering” branch | ​​   * Majority of tasks completed, some are going to be pushed until monday (high-level diagram & functional requirements) |

**Front End, DB, Backend, Design, Documentation,**

** Sprint team members**

| **Name** | **Role** |
| --- | --- |
| ​​Mark Lovesey | ​​Scrum Master   * Front end * Design * Documentation |
| Rhys Smith | Team Member:   * Design * Backend * Documentation |
| Nolan Nishikawa | Team Member:   * Database * Backend * Documentation |
| Ankkit Prakash | Team Member:   * Front end * Backend, * Documentation |
| Daniel Penner | Team Member:   * Front end * Back end * Database |

** Sprint planning meeting items**

**Previous sprint summary**

| **Sprint theme** | ​​Use Case Diagrams and User Stories |
| --- | --- |
| **Issues completed** | ​​1 |
| **Issues left** | 0 |
| **Team Capacity** | Everyone |
| **Summary** | ​​In the previous sprint, we came up with a use case diagram, as well as user stories in order to determine/get an idea as to what features need to be added to our program. |

**Details Current sprint**

| **Start date** | 2/5/2024 |
| --- | --- |
| **End date** | 2/9/2024 |
| **Sprint theme** | Detailed Planning & Initial Design Planning |
| **Team capacity** | 9 |
| **Issues capacity** | 8 |
| **Individual capacity** | 2-3 |
| **Potential risks** | 1. Assigning too much work, underestimating the amount of time tasks will take 2. Design disagreements 3. Predetermined stack (rather than being able to choose) |
| **Mitigations** | 1. Adjusting the issue capacity and making sure contributors are assigned within the sprint backlog so that tasks are clear 2. Making multiple designs to choose from (anonymous form for deciding which is best) 3. Readjusting project plan to account for a new stack |

** Sprint planning resources**

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

**Questions / Goals / Separate Ideas**

* Are we allowed to choose the stack?
  + If this is the case, when do we start programming?
  + If not, then what do we use?