SCRUM MEETING WEEK (5)

**:white_check_mark: Sprint planning checklist**

| **Preparation** | **Meeting** | **Follow up** |
| --- | --- | --- |
| * Rescheduled weekly meeting to 1:30pm temporarily * M2 due this week, associated tasks take priority | ​​   * Team member focus areas for M2 * In-person meeting planning for UML diagram   **Issues**  **Design**   * Circular logo for README.md * New Use-Case Diagram   **Backend**  **Frontend**  **Documentation**   * High-Level description   + detailed summary of the product * User Requirements (User Stories/Proto-personas) * 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) * README.md with “Requirements Engineering” branch | ​​ |

**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** | Detailed Planning & Initial Design Planning |
| --- | --- |
| **Issues completed** | ​​4 |
| **Issues left** | 2 |
| **Team Capacity** | Everyone |
| **Summary** | ​​In the previous sprint we created a logo, designed DFD diagrams level 0 and 1, filled product backlog, and determined the project stack. |

**Details Current sprint**

| **Start date** | 2/12/2024 |
| --- | --- |
| **End date** | 2/16/2024 |
| **Sprint theme** | Finalizing M2 Documentation |
| **Team capacity** | 6 |
| **Issues capacity** | 6 |
| **Individual capacity** | 2-3 |
| **Potential risks** | 1. Midterm stressing out the team    1. potentially not producing as high quality work |
| **Mitigations** | 1. Getting issues completed quickly in the week in order to provide time for studying |

** Sprint planning resources**

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

**Questions / Goals / Separate Ideas**

* Ask TA about high-level description specifics