

# SCRUM MEETING WEEK (5)

## Sprint planning checklist

Preparation	Meeting	Follow up
<ul style="list-style-type: none"><li>• Finish issues from last week</li></ul>	<ul style="list-style-type: none"><li>• Include planning for new features</li><li>• Start on UML diagram</li><li>• Start data flow diagrams</li><li>• Refine requirements</li><li>• Create a Read.me on Git</li></ul>	<ul style="list-style-type: none"><li>• Ensure the issues are completed before the due date of Milestone 2</li><li>• Begin working on issues required for Milestone 3</li></ul>

## Sprint team members

Name	Role
Chase Winslow	Scrum Master
Eric Harrison	Member
Joshua Ward	Member
Ian Steyn	Member

## Sprint planning meeting items

### Previous sprint summary

<b>Sprint theme</b>	Requirements
<b>Issues completed</b>	2
<b>Issues left</b>	0
<b>Team Capacity</b>	100%
<b>Summary</b>	<ul style="list-style-type: none"><li>- Draft of requirements doc completed</li><li>- draft of use case diagram completed</li></ul>

### Details Current sprint

Start date	Feb 8, 2024
End date	Feb 15, 2024
Sprint theme	Project Description and Requirements
Team capacity	100%
Issues capacity	100%
Individual capacity	Chase Winslow 100% Eric Harrison 100% Joshua Ward 100% Ian Steyn 100%
Potential risks	Diagrams could lack enough info
Mitigations	Follow up with next meeting

### Sprint planning resources

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