

SCRUM MEETING WEEK (14)

Sprint planning checklist

Preparation	Meeting	Follow up
<ul style="list-style-type: none">• Finish project source code, prepare for presentation	<ul style="list-style-type: none">• Project wrap-up, preparation for project handover, and reflections	<ul style="list-style-type: none">• Finish and hand in M5

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

Sprint theme	Visualizations, notifications, db updating, filtering, settings
Issues completed	11
Issues left	0
Team Capacity	100%
Summary	<ul style="list-style-type: none">• Finished all coding

Details Current sprint

Start date	April 11, 2024
End date	April 12, 2024
Sprint theme	Website construction, sprinting
Team capacity	100%
Issues capacity	100%
Individual capacity	Chase Winslow 100% Eric Harrison 100% Joshua Ward 100% Ian Steyn 100%
Potential risks	
Mitigations	

Sprint planning resources