SCRUM MEETING WEEK (6)

Sprint planning checklist

Preparation	Meeting	Follow up
- Project description & requirements - Use case diagram - User stories	- Finalizing Milestone 2 - Reviewing diagrams - Reviewing user stories	- Research web development - Plan Milestone 3 diagrams - Start code framework for website

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	Project Description and Requirements
Issues completed	9
Issues left	1
Team Capacity	90%
Summary	Finishing up Milestone 2: Project Description & Requirements, started drafts for data flow and UML

Details Current sprint

Start date	Feb 15, 2024
End date	Feb 29, 2024
Sprint theme	Website beginnings
Team capacity	100%
Issues capacity	100%
Individual capacity	Chase Winslow 100% Eric Harrison 100% Joshua Ward 100% Ian Steyn 100%
Potential risks	Features being too complex to develop in time
Mitigations	Follow up with next meeting

Sprint planning resources