SCRUM MEETING WEEK (4)

Sprint planning checklist

Preparation	Meeting	Follow up
● Come with ideas for topics	● Choose a project topic from a dataset ● Plan out features and requirements ● Create use case diagram for our project	● Start working through requirements ● Refine use case diagram

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	N/A
Issues completed	N/A
Issues left	N/A
Team Capacity	N/A
Summary	N/A

Details Current sprint

Start date	Feb 1, 2024
End date	Feb 8, 2024
Sprint theme	Planning the project, choosing a dataset
Team capacity	100%
Issues capacity	0
Individual capacity	Chase Winslow 100% Eric Harrison 100% Joshua Ward 100% Ian Steyn 100%
Potential risks	Not completing use case diagram Not choosing required features
Mitigations	Follow up with next meeting

Sprint planning resources

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