

SCRUM MEETING WEEK 4

Sprint planning checklist

Preparation	Meeting	Follow up
Discuss and plan out potential useability requirements	Brainstorm potential features, develop case study diagram	Completing write-up split between team members and handing it in before the due date.

Sprint team members

Name	Role
Zaynb Alkhafadi	Illustrator
Tatum Grundy	Reporters (track and manage progress)
Kevin Ruan	Reporters (track and manage progress)
Muskaan Sandhu	Reporters (track and manage progress)
Johee Yeom	Git manager

Sprint planning meeting items

Previous sprint summary

Sprint theme	Initial meeting
Issues completed	Picked preferential lab date and project topic
Issues left	Finding the fifth group member
Team Capacity	Half: set up repository Half: Wrote/edited team agreement
Summary	Group members met and discussed what the team agreement would look like (how frequent and where communications are occurring).

Details Current sprint

Start date	Jan 30th
End date	Feb 6th
Sprint theme	User case scenarios
Team capacity	Brainstorm features, develop case study diagram, fill writeup & scrum meeting checklist
Issues capacity	Zaynb: Balancing being concise and thorough regarding the different actors and their own use cases + use cases they share. Tatum: Trying to determine the interests for the stakeholders Kevin: Writing extensions was challenging Muskaan: Writing extensions was challenging Johee: Trying to organise repository and project dashboard
Individual capacity	Zaynb: Drawing diagram Tatum: Track progress Kevin: Track progress Muskaan: Track progress Johee: Git manager
Potential risks	Requirements are not adequate to move on to the next step of development
Mitigations	Thorough user case stories/descriptions

Sprint planning resources

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