SCRUM MEETING WEEK 6

**:white_check_mark: Sprint planning checklist**

| **Preparation** | **Meeting** | **Follow up** |
| --- | --- | --- |
| ​​Create project backlog and sprint backlog using Kanban. Check progress on last week’s work. | ​​Distribute and assign tasks for this week. Begin M2 writeup. | ​​Assure that scrum meeting template and M2 documents are handed in on time. |

** Sprint team members**

| **Name** | **Role** |
| --- | --- |
| ​​Muskaan Sandhu | ​​ M2 document collaborator, user requirements |
| Zaynb Alkhafadi | ​​ M2 document collaborator, user case diagram |
| Johee Yeom | ​​ M2 document collaborator, Github organizer, user stories |
| Kevin Ruan | ​​ M2 document collaborator, scrum template |
| Tatum Grundy | ​​ M2 document collaborator, project description, user stories |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

| **Sprint theme** | ​​DFD and UML diagrams |
| --- | --- |
| **Issues completed** | ​​Diagrams were made and committed to github repo |
| **Issues left** | None |
| **Team Capacity** | Collaboratively design Data Flow Diagrams at level 0 and 1, as well as create the UML Class Diagram for their system. |
| **Summary** | ​​We designed the DFD level 0 and level 1 diagrams, UML diagrams and project backlog, and pushed them to our github repo. We completed our scrum meeting progress track for week 5. |

**Details Current sprint**

| **Start date** | ​​Feb 13, 2024 |
| --- | --- |
| **End date** | Feb 27, 2024 |
| **Sprint theme** | ​​Milestone 2 document |
| **Team capacity** | M2 document with description of project, user requirements, functional and non-functional requirements. User case diagrams, implement user stories in the backlog in Github. |
| **Issues capacity** | Complete coverage of requirements and user stories. |
| **Individual capacity** | Zaynb: Use case diagram  Tatum: High-level description, User stories  Kevin: Functional/Non-functional requirements, track progress of scrum meeting  Muskaan: User requirements  Johee: Git manager, User stories, domain requirements |
| **Potential risks** | Handing in everything before the deadline and finalizing requirements |
| **Mitigations** | Communication and clear distribution of tasks for collaboration. Constant check-ins to stay on track. |

** Sprint planning resources**