SCRUM MEETING WEEK (4)

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​   * Found a space in the library to have our meeting. * Created a google doc for collaborative notes. * Created shared Figma document to designing front-end. * Created WhatsApp group for primary communication. | ​​We had a meeting in person to discuss our ideas of what we wanted the app to look like and basic functionalities of the app | ​​Any quick clarifications were brought up in our group chat.  There was no follow up needed and we would discuss our next steps in our next meeting |

** Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Oluwadabira Omotoso | ​​Organised documents, typed down ideas, and gave general application features ideas |
| Karim Khalil | Thought of features based on the Teachers preview of using the application |
| Peter Idoko | Thought of features based on the students preview of using the application |
| Afua Frempong | Analysis of A.I. implementation of the application |
| Atharva Jagtap | Helped in finetuning project requirements |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​ Possible Project Features |
| **Issues completed** | ​​ Analyzed plenty of possible app features |
| **Issues left** | Finalizing application features |
| **Team Capacity** | 100% |
| **Summary** | ​​ Had an in-person meeting where we all discussed possible ideas and features to implement into our application. Wrote down all our ideas on a google doc while thinking of how we might be able to implement its code. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​ 27th |
| **End date** | 29th |
| **Sprint theme** | ​​ Finalizing Project Features |
| **Team capacity** | 100% |
| **Issues capacity** | 0% |
| **Individual capacity** | Karim Khalil : 100%  Oluwadabira Omotoso: 100%  Atharva Jagtap : 100%  Peter Idoko : 100%  Afua Frempong: 100% |
| **Potential risks** | Too complex ideas for the app |
| **Mitigations** | Simplifying the application features |

** Sprint planning resources**

* iClicker