SCRUM MEETING WEEK (5)

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​   * Booked a space to have our meeting in * Made points on what we needed to get done towards milestone 2. | ​​We had a meeting in person to discuss the requirements of milestone 2 and how we could work towards meeting those requirements. | ​​Any quick clarifications were brought up in our group chat.  There will be follow up needed for our DFD diagram submission and we would discuss our next steps in our next meeting |

** Sprint team members**

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| --- | --- |
| **Name** | **Role** |
| ​​ Oluwadabira Omotoso | ​​Creation of UML Diagram and Issues on GitHub and split pages on Figma design |
| Karim Khalil | Creation of UML Diagram and split pages on Figma design and looked at feature list |
| Peter Idoko | Creation of DFD Level 0 and Level 1 and split pages on Figma design and looked at feature list |
| Afua Frempong | Creation of DFD Level 0 and Level 1 and split pages on Figma design and looked at feature list |
| 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. Attended lab session where we analyzed the feature list to make UML and DFD diagrams. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​ 5th |
| **End date** | 9th |
| **Sprint theme** | ​​ Finalizing Project Features before coding |
| **Team capacity** | 100% |
| **Issues capacity** | 0% |
| **Individual capacity** | Karim Khalil : 100%  Oluwadabira Omotoso: 100%  Atharva Jagtap : 20%  Peter Idoko : 100%  Afua Frempong: 100% |
| **Potential risks** | Too complex ideas for the app |
| **Mitigations** | Simplifying the application features |

** Sprint planning resources**

* iClicker
* Chat GPT