SCRUM MEETING WEEK (7)

**:white_check_mark: Sprint planning checklist**

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| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​N/A | ​​ | ​​N/A |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​Shan Richards | ​​ Team member |
| Aditya Goswami | Team member |
| Ritvik Khurana | Team member |
| Leia Treacher | Team member |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | ​​e.g., Bugs |
| **Issues completed** | ​​ 15 |
| **Issues left** | 0 |
| **Team Capacity** |  |
| **Summary** | ​​Successful. Completed the M2 document and specified requirements. |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​Feb-22-2024 |
| **End date** | Feb-29-2024 |
| **Sprint theme** | ​​ N/A |
| **Team capacity** |  |
| **Issues capacity** | 10 |
| **Individual capacity** | Shan Richards - 6.4  Aditya Goswami  Ritvik Khurana  Leia Treacher |
| **Potential risks** | None |
| **Mitigations** | None |

**:books: Sprint planning resources**