SCRUM MEETING WEEK (1)

**:white_check_mark: Sprint planning checklist**

|  |  |  |
| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​  No because it was first meeting | ​​Discover the teem members | ​​Initial the project |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Matt Fuchs | ​​ Scrum Master |
| Samarth Grover | Team Members |
| Jiayao Ni | Team Members |
| Dylan Tan | Team Members |
| Lily Yao | Team Members |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** |  |
| **Issues completed** | ​​ |
| **Issues left** |  |
| **Team Capacity** |  |
| **Summary** | ​​ |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​ Jan.16 |
| **End date** | Jan.22 |
| **Sprint theme** | ​​ First meeting |
| **Team capacity** | 0 |
| **Issues capacity** | 0 |
| **Individual capacity** | Member 1-0  Member 2-0  Member 3-0  Member 4-0  Member 5-0 |
| **Potential risks** | no |
| **Mitigations** | no |

**:books: Sprint planning resources**