SCRUM MEETING WEEK (4)

**:white_check_mark: Sprint planning checklist**

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| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​  Discuss M3 | ​​Do M3 | ​​Do M3 |

**:busts_in_silhouette: Sprint team members**

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

** Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | ​​ Discuss M3 |
| **Issues completed** | ​​11 |
| **Issues left** | 0 |
| **Team Capacity** | 40 hours |
| **Summary** | ​​ |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​ Feb.5 |
| **End date** | Feb.11 |
| **Sprint theme** | ​​ Discuss M3 |
| **Team capacity** | 40hours |
| **Issues capacity** |  |
| **Individual capacity** | Member 1-8  Member 2-8  Member 3-8  Member 4-8  Member 5-8 |
| **Potential risks** | No |
| **Mitigations** | no |

**:books: Sprint planning resources**