SCRUM MEETING WEEK (5)

**:white_check_mark: Sprint planning checklist**

| **Preparation** | **Meeting** | **Follow up** |
| --- | --- | --- |
| ​​Met with team members to discuss the focus of this sprint and what to focus on. Discussed high-level tasks.  Worked on assigned tasks for last week. | ​​Reported on completed work and progress and discussed future work and M2.  Completed the UML class design and DataFlow design. | ​​Focus on completing M2 and creating the needed user stories. |

** Sprint team members**

| **Name** | **Role** |
| --- | --- |
| ​​ Ammaar Khan | ​​ Dev |
| Gabriel Matuoca | ​​ Dev |
| Murad Shahmammadli | Product Owner/ Dev |
| Omar Ankit | Scrum Master/ Dev |
| Ribhav Sharma | ​​ Dev |

** Sprint planning meeting items**

**Previous sprint summary**

| **Sprint theme** | ​​ Planning |
| --- | --- |
| **Issues completed** | ​​ 0 |
| **Issues left** | ​​ 4 |
| **Team Capacity** | ​​ 40h (technically) |
| **Summary** | ​​ Start doing research and plan future tasks. |

**Details Current sprint**

| **Start date** | ​​ 05/01/2024 |
| --- | --- |
| **End date** | 09/02/2024 |
| **Sprint theme** | ​​ Research, creation of user stories, and working on M2 |
| **Team capacity** | 40 hrs |
| **Issues capacity** | 8 |
| **Individual capacity** | Ammaar - 8 hr  Murad - 8 hr  Gabriel - 8 hr  Ribhav - 8 hr  Omar - 8 hr |
| **Potential risks** | -Merge our research together and make sure our selections can optimally work together.  -Not completing the requirement for M2. |
| **Mitigations** | Appropriately plan and communicate effectively and solidify our choices and research.  -Split work for M2. |

** Sprint planning resources**

* Lecture slides
* <https://docs.google.com/document/d/1OWFsJB4ZMTBkHNc8CReCEXVZx9RcwmhgTzG1F-7RQUk/edit>
* <https://docs.google.com/document/d/1jDAJYu9976lXXax44OkXGzNviUxxba3Jpo2iRGiczjw/edit>
* <https://docs.google.com/document/d/1OmaXhdDYcQmyFe3VbuJcY-UVi58A8kG7/edit?usp=sharing&ouid=106173629601334289368&rtpof=true&sd=true>