SCRUM MEETING WEEK ()

**:white_check_mark: Sprint planning checklist**

| **Preparation** | **Meeting** | **Follow up** |
| --- | --- | --- |
| ​​Met with team members to discuss the tasks for the week.  Worked on admin panel, adding more relevant data to firebase, searching for events, and more. | ​​Discussed progress and possible roadblocks for the next week as well as M4. | ​​Finish the requirements for m4 and complete remaining minimum requirements. |

** 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** | ​​ Advance on user stories and features, improve testing |
| --- | --- |
| **Issues completed** | ​​ 17 |
| **Issues left** | 0 |
| **Team Capacity** | 40h |
| **Summary** | ​​ Need to complete the remaining minimum requirements,, most notably regarding functionality in relation to the event organiser:  ● Whenever a new event is created or an existing event is updated, it needs to be verified  by an administrator before getting published in the system (i.e., organizers cannot  directly publish events in the system. They need to submit the event for verification)  ● There should be a payment verification mechanism - Implementation of this as a feature  within the system is optional but the ability for verification should be described in the  relevant diagrams (e.g., through an external system like Paypal)  ●the organizer should be able to create events  Optionally feature: (example features):  ● A customer support system where customers can request support on different features  of the system  ● Enabling customers to add reviews about various events and/ or event organizers. |

**Details Current sprint**

| **Start date** | ​​ 03/21/2024 |
| --- | --- |
| **End date** | 03/26/2024 |
| **Sprint theme** | ​​ Gather more data & add more functionality |
| **Team capacity** | 40h |
| **Issues capacity** | 17h |
| **Individual capacity** | Ammaar - 8 hr  Murad - 8 hr  Gabriel - 8 hr  Ribhav - 8 hr  Omar - 8 hr |
| **Potential risks** | * Merge conflicts |
| **Mitigations** | * Try not leave PRs open for too long |

** Sprint planning resources**

* Lecture slides
* Kanban