SCRUM MEETING WEEK (10)

Sprint planning checklist

Preparation	Meeting	Follow up
Group meetings and communication throughout the week before M3 submission. Editing and development of M3, M3 to be reviewed by group members to ensure we are all in coordination. Environment setup and further work allocation will be done moving forward.	Seth and Sev participated in Tuesday's meeting with the TA to discuss future work requirements for the group. Focus on group strengths and weaknesses, allocating work effectively. Half of the team is unavailable for this week's meeting and we will work to meet in class on Wednesday and present further to the TA on Thursday.	The team's work is being tracked on Github to record issues accounted for and track team performance. Group communication must be worked on if the group's current issues persist.

Sprint team members

Name	Role
Sev Nielsen	Scrum Master
Seth Ojo	Front-end Dev
Xiya Zi	Testing
Baizhen Li	Back-end Dev

Sprint planning meeting items

Previous sprint summary

Sprint theme	Design, Testing, and M3
Issues completed	6
Issues left	12
Team Capacity	70%
Summary	The team shifted focus to the completion of M3 to understand the design and deeper capabilities of the application. We have begun coding the login, API, and connections and will be incorporating a dashboard this week.

Details Current sprint

Start date	03/12/2024
End date	03/19/2024
Sprint theme	GUI and Testing
Team capacity	70%
Issues capacity	12
Individual capacity	Sev Nielsen - 100% Seth Ojo - 100% Baizhen Li - 80% Xiya Zi - 100%
Potential risks	Team communication and availability of members. Miscommunication and design misalignment
Mitigations	Asked group members to work on code in pais. Added focus on communication.

Sprint planning resources
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