SCRUM MEETING WEEK ()

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​Team introduction, no preparation was necessary. | ​​Team introductions took place, team name was decided, and GIT repository was created. Discord was established as the primary communication channel, and a team contract was drafted. | ​​Team contract was finalized and submitted. |

**:busts_in_silhouette: Sprint team members**

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| --- | --- |
| **Name** | **Role** |
| ​​ Sulman Ali | ​​Team leader |
| Mikael Sundstrom | Scrum master |
| Maki Benedicto | Team member |
| Oscar Chung | Team member |
| Nabhat Tanabunsombat | Team member |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​Team Introduction |
| **Issues completed** | GIT Repository created, team contract drafted |
| **Issues left** | Signing of team contract |
| **Team Capacity** | Full capacity, team initially formed |
| **Summary** | GIT repository was created under the group name “Manufacturing,” and the team contract was drafted and discussed. Discord was established as the primary communication channel, a team meeting time was set, and a deadline was placed for signing the team contract. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​ Thursday, January 18th, 10:00am |
| **End date** | Thursday, January 18th, 12:00pm |
| **Sprint theme** | ​​ Team Introduction |
| **Team capacity** | Full capacity, just formed |
| **Issues capacity** | No issues yet |
| **Individual capacity** | Nabhat Tanabunsombat – Drafted team contract  Maki Benedicto – Drafted team contract  Mikael Sundstrom – Drafted team contract  Sulman Ali – Created GIT repository  Oscar Chung – Drafted team contract |
| **Potential risks** | Any gaps in the team contract could affect group performance. |
| **Mitigations** | Proof-reading and finalizing the team contract to ensure no gaps are present. |

**:books: Sprint planning resources**