SCRUM MEETING WEEK (4)

**January 28 – February 3, 2024** **MANF Boys**

**:white_check_mark: Sprint planning checklist**

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| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​Research on use-case diagrams and project dataset options. | ​​Created use case diagram, decided on a project dataset. | ​​Finalized project description. |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Sulman Ali | ​​Team Leader |
| Maki Benedicto | Team Member |
| Oscar Chung | Team Member |
| Mikael Sundstrom | Scrum Master |
| 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 and finalized |
| **Issues left** | None |
| **Team Capacity** | No issues hindering capacity. |
| **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**

|  |  |
| --- | --- |
| **Start date** | ​​January 30th |
| **End date** | February 6th |
| **Sprint theme** | ​​Use Case Diagram, Project Dataset, Project Description |
| **Team capacity** | 100% |
| **Issues capacity** | 0% |
| **Individual capacity** | Nabhat Tanabunsombat – 100%  Maki Benedicto – 100%  Mikael Sundstrom – 100%  Sulman Ali – 100%  Oscar Chung – 100% |
| **Potential risks** | Use-case scenarios could change |
| **Mitigations** | Try and be as thorough as possible |

**:books: Sprint planning resources**

* Lucid Chart
* GITHub Repository
* Canvas notes