SCRUM MEETING WEEK ()

**:white_check_mark: Sprint planning checklist**

|  |  |  |
| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​M3 Submission  Resync on the Dashboard Progress | ​​Resync and make sure the project orientation is appropriate. | ​​Spin up Maintenance Dashboard, correct functionality. |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Nabhat Tanabunsombat | Team Member​​ |
| Oscar Chung | Team Member |
| Maki Benedicto | Team Member |
| Mikael Sundstrom | Scrum Master |
| Suliman Ali | Scrum Member |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | ​​e.g., Bugs |
| **Issues completed** | ​​ Creating Operator Dashboard and Resources |
| **Issues left** | Completion of the Maintenance Dashboard |
| **Team Capacity** | 80% |
| **Summary** | ​​ Focus and reorientation to ensure that the project runs smoothly. |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​ March 5th 2024 |
| **End date** | March 12th 2024 |
| **Sprint theme** | ​​ Login UI and Sequence Diagram Correction, Chart.JS |
| **Team capacity** | 100% |
| **Issues capacity** | 10% |
| **Individual capacity** | Nabhat Tanabunsombat – 100%  Maki Benedicto – 100%  Mikael Sundstrom – 100%  Sulman Ali – 100%  Oscar Chung – 100% |
| **Potential risks** | Underestimate possible issues that may be hidden. |
| **Mitigations** | Carefully reviewing each user story, and identify all necessary requirement for the operator dashboard |

**:books: Sprint planning resources**