

# SCRUM MEETING WEEK 4 – RISCORD

## ✓ Sprint planning checklist

Preparation	Meeting	Follow up
Since week 4 is our first week working on the project, there was no prior preparation required.	During week 4, we brainstormed and designed the use-case diagram for our discord clone to define the high-level functions and scope of the overall system, while also coming up with requirements and technologies to be used in the project.	For week 4, our goal is to work on the use case diagram and discuss what technologies we will use and work towards completing Milestone 2: Project Description and Requirements.

## 👥 Sprint team members

Name
Jackson Wilson
Ronak Jain
Chinmay Arvind
Anitej Isaac Sharma

## ✏️ Sprint planning meeting items

**Previous sprint summary** (not applicable due to week 4 being the first week of project)

<b>Sprint theme</b>	N/A
<b>Issues completed</b>	N/A
<b>Issues left</b>	N/A
<b>Team Capacity</b>	N/A
<b>Summary</b>	N/A

## Details Current sprint

Start date	2/1/2024
End date	2/15/2024
Sprint theme	Finishing up M2: Project Description and Requirements
Team capacity	100% (32 hours in total i.e. 8 hours/member, for week 4)
Issues capacity	2 issues will be handled in this week, one being the
Individual capacity	Jackson – 10 hours Ronak – 10 hours Chinmay – 10 hours Anitej – 10 hours
Potential risks	- One previous team member being unavailable due to external factors such as exams, health issues, etc.
Mitigations	- Prioritize and plan tasks to accommodate individual commitments and avoid delays and current members of the team taking up extra work to do to make up for the team member that left the group. - Our team uses Discord as a primary source of communication, so therefore, each team member would be required to progress updates and more each week to be able to monitor the team's overall progress and plan out future tasks, and allocate them accordingly.

## Sprint planning resources

- **Discord Web App** – *to identify the features being used, the app design, framework, etc.*
- **Draw.io** – *to create use-case diagrams to plan out the framework of our Discord clone.*
- **Youtube** – *to learn relevant skills as we plan out the technologies that will be used for creating our Discord clone.*
- **Balsamiq** – *to create prototypes necessary to visualize and understand high-level functionality of our web-based clone.*