SCRUM MEETING WEEK (9)

✅ Sprint planning checklist

Preparation	Meeting	Follow up
- Overview of project requirements - Determine issues completed for each group member - Discuss testing and environment setup	- Check-in with TA - Assign issues on project backlog - Discuss current priorities for implementation	- Daily check in for task progress - Possible collaboration in the case of individual debugging issues - Pull request interactions for feedback/approval from other group members - Final review/approval of Milestone 3 from all group members

Sprint team members

Name	Role
Noah Chan	Front End Developer
Greta Tödtmann	Front End Developer
Angelina Dubrule	Back End Developer
Peter Szabo	Scrum Master/Front End Developer
Zoë Dale	Back End Developer

✏️ Sprint planning meeting items

Previous sprint summary

Sprint theme	M3, Start on development
Issues completed	7
Issues left	13
Team Capacity	20

Summary	Finished most of M3, assigned sections of development to each team member. Due to illness of a team member, not all issues were completed.

Details Current sprint

Start date	2024/03/06
End date	2024/03/13
Sprint theme	Complete first drafts for front end, continue back end development, begin creating test files
Team capacity	16-20
Issues capacity	3-4
Individual capacity	Peter Szabo: 3-4 Zoe Dale: 3-4 Angelina Dubrule: 3-4 Greta Toedtmann: 4 Noah Chan: 4
Potential risks	Poor time management, Sick team member, class conflict, midterms, bugs/errors
Mitigations	Team Check Ins on Discord, split work between remaining team members if someone is unable to finish.