

SCRUM MEETING WEEK (4)

Sprint planning checklist

Preparation	Meeting	Follow up
- Project Overview with TA	- Sub-Task Assignment	- Sub-Task Check-In

Sprint team members

Name	Role
Noah Chan	Team Member
Greta Tödtmann	Team Member
Angelina Dubrule	Scrum Master
Peter Szabo	Team Member
Zoë Dale	Team Member

Sprint planning meeting items

Previous sprint summary

Sprint theme	N/A
Issues completed	
Issues left	
Team Capacity	
Summary	

Details Current sprint

Start date	2024/02/02
End date	2024/02/16
Sprint theme	Milestone 2 - Project Description & Requirements
Team capacity	Complete Milestone 2
Issues capacity	1 Milestone 2 Sub-Task
Individual capacity	Noah Chan: Case Diagram and Description Greta Tödtmann: Requirements Part 1 Angelina Dubrule: User Stories Peter Szabo: Requirements Part 2 Zoë Dale: Project Title/Description/Summary
Potential risks	Poor time management
Mitigations	Team Check Ins on Discord