

# SCRUM MEETING WEEK 5

## Sprint planning checklist

Preparation	Meeting	Follow up
- Project Requirement overview with TA	- Sub-Task Assignment for team members	- Sub-Task Check-In

## Sprint team members

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

## Sprint planning meeting items

### Previous sprint summary

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

### Details Current sprint

<b>Start date</b>	2024/02/07
<b>End date</b>	2024/02/14
<b>Sprint theme</b>	Requirements (DFDs and UML)
<b>Team capacity</b>	Complete DFD 0 and DFD1 and UML class diagram
<b>Issues capacity</b>	3
<b>Individual capacity</b>	Work collaboratively through google documents to complete the DFDs and UML diagram
<b>Potential risks</b>	Poor time management, unclear minimum requirements
<b>Mitigations</b>	Team Check Ins on Discord