

Sprint Team Members [10/28/2024]

Name	Role
Dylan Lau	Developer
Daniel Abaye	Developer
Andrew Tang	Project Manager
Mazin Abdelrahman	Developer

Sprint Planning Checklist

Preparation	Meeting	Follow Up
<input checked="" type="checkbox"/> Requirements elicitation	<input checked="" type="checkbox"/> Talk about requirements analysis and specifications <input type="checkbox"/> Delegate tasks between team members	<input type="checkbox"/> Answer questions about the requirements analysis and specification

Agenda

Review and close previous sprint

1. N/A (First sprint meeting)

Previous Sprint Summary

Sprint theme	N/A
Story points	N/A
Summary	N/A

Start date	N/A
End date	N/A
Sprint theme	N/A

Velocity Tracking

By Friday we will have the requirements analysis and specification complete. The analysis will take 2 days and the specification 3 days, estimating liberally. Specification may take longer due to needing to come up with user stories.

Capacity Planning

	Current Sprint	Previous Sprint
Total days	5 days	N/A
Team Capacity	50%	N/A
Projected Capacity	100 points (40 points analysis, 60 points requirements)	N/A
Individual Capacity	Andrew – 30 Daniel – 30 Mazin – 20 Dylan - 20	N/A

Potential Risks

Risk	Mitigation
Holiday (Halloween)	Complete work before Halloween to avoid any delays, if team members become unavailable.
Time commitments to other higher priority classes	Gradually make progress on tasks instead of doing them all at one time.