SCRUM MEETING WEEK 4

**:white_check_mark: Sprint planning checklist**

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| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| All the team members need to do revisions of the previous lectures, to recall the key components of the diagram. In the mean time think of ideas of the project content (event ticketing platform) | ​​Feb 2nd, 2024. We complete the design of the case study diagram. Listed the key features of our project. We also analysis the feasibility of these features and ideas to make sure they can be developed through out the project development. | ​​Any new ideas can be listed and discussed in our Discord group, or in the next group meeting. |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Jingtao Yang | ​diagram designing |
| Cheng Fang | idea feasibility Analysis |
| Warren Chan | Idea feasibility Analysis |
| Jerry Fan | diagram designing |
| Eric Chen | idea feasibility Analysis |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​NA (As there hasn’t been scrum meeting before this week) |
| **Issues completed** | ​​NA |
| **Issues left** | NA |
| **Team Capacity** | NA |
| **Summary** | ​​NA |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​Jan 29th, 2024 |
| **End date** | Feb 2nd, 2024 |
| **Sprint theme** | ​​Project feature idea gathering |
| **Team capacity** | 50 hours per week in total |
| **Issues capacity** | 15 issues per week in total |
| **Individual capacity** | Jingtao Yang - 10 hours / 3 issues per week  Cheng Fang - 10 hours / 3 issues per week  Warren Chan - 10 hours / 3 issues per week  Jerry Fan - 10 hours / 3 issues per week  Eric Chen - 10 hours / 3 issues per week    Detail of issue can be found on GitHub/issues |
| **Potential risks** | -Group members might have personal issues which they are not able to finish their work on time.  -At the beginning stage of a project the requirements could be ambiguous, which leads to a difficult time to delegate tasks. |
| **Mitigations** | Team members with personal issues need to report to other team members to reschedule their work in order to not affect the project development as a whole. |

**:books: Sprint planning resources**

* NA
* NA