SCRUM MEETING WEEK 5

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| Team members need to review the case study diagram draw last week, as well as go through the lecture slide. They need to know how to draw DFD and UML diagrams in order to get prepared to the scrum meeting. | ​​ Feb 6th, 2024. We complete the design of data flow diagram and UML diagram for our project. We further analysis the feasibility of the project features and ideas of how they can be achieved in a program perspective. | ​​Team members can think of any new ideas which can be further added to the project diagrams. |

**:busts_in_silhouette: Sprint team members**

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| --- | --- |
| **Name** | **Role** |
| ​​ Jingtao Yang | ​​ DFD design and drawing |
| Cheng Fang | DFD design and information collection |
| Warren Chan | UML design and information collection |
| Jerry Fan | UML design and drawing |
| Eric Chen | UML design and information collection |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​Project feature idea gathering |
| **Issues completed** | ​​8 |
| **Issues left** | 0 |
| **Team Capacity** | 50 hours per week in total |
| **Summary** | ​​ We have successfully completed the basic design of our case study diagram, added sufficient components and ideas. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​ Jan 31st, 2024 |
| **End date** | Feb 6th, 2024 |
| **Sprint theme** | ​​ DFD and UML design |
| **Team capacity** | 40 hours per week in total |
| **Issues capacity** | 15 issues per week in total |
| **Individual capacity** | Jingtao Yang - 8 hours / 3 issues per week  Cheng Fang - 8 hours / 3 issues per week  Warren Chan - 8 hours / 3 issues per week  Jerry Fan - 8 hours / 3 issues per week  Eric Chen - 8 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**

* https://www.lucidchart.com/pages/data-flow-diagram