SCRUM MEETING WEEK 6

**:white_check_mark: Sprint planning checklist**

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| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​Team members needs to continue to explore the features which related to our project topic. In the meantime, we need to list the project description and requirements. | ​​To summarize what we have explored after the previous meeting. Discuss the details regarding the project M2. | ​​Members should separate works for completing the project M2. Further exploring and learn to use one development tool fluently. |

**:busts_in_silhouette: Sprint team members**

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| --- | --- |
| **Name** | **Role** |
| ​​ Jingtao Yang | ​​ Schedule Scrum meeting, writing scrum report, Modify the UML section in M2, Exploring HTML/CSS Styles |
| Cheng Fang |  |
| Waren Chen |  |
| Jerry Fan |  |
| Eric Chen |  |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​Project required techniques exploring; Project data flow diagram and UML case diagram design. |
| **Issues completed** | ​​ 10 |
| **Issues left** | 0 |
| **Team Capacity** | 40 hours per week in total |
| **Summary** | ​​ We have explored HTML, CSS, JS, React as our development tool. We have completed the design of data flow diagram and UML case diagram. We have complete 10 issues and left with 0 issues. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​ Feb 13th, 2024 |
| **End date** | Feb 20th, 2024 |
| **Sprint theme** | ​​ Project Description and Requirements Listing |
| **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.w3schools.com/