SCRUM MEETING WEEK 8

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​We are reaching the coding developing stage. Team members need to evaluate how to accomplish the function the Ticketing System required and write sample codes regarding each function. | ​​On Feb 26th, 2024. We separate the works of what each of the team members needs to develop. | ​​Each team members needs to finish part of their development work before the next week’s scrum, and presenting the work in next week’s scrum. |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Jingtao Yang | ​​Scrum Master |
| Cheng Fang | Team Member |
| Jerry Fan | Team Member |
| Warren Chan | Team Member |
| Eric Chen | Team Member |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​Project idea gathering |
| **Issues completed** | ​​ 15 |
| **Issues left** | 0 |
| **Team Capacity** | 15 |
| **Summary** | ​​ We have successfully modified the UML diagram and the Use Case Diagram which was left in week 5. At the same time, we’ve explored HTML/CSS/JavaScript/React knowledges related to the project development. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​Feb 21th, 2024 |
| **End date** | Feb 27th, 2024 |
| **Sprint theme** | ​​Attempts on function development |
| **Team capacity** | 40 hours per week |
| **Issues capacity** | 15 issues per week |
| **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://blog.csdn.net/
* https://www.w3schools.com/