SCRUM MEETING WEEK 2

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| All members must read through the project description posted on Canvas. As we decide to choose Event Ticketing Platform, we suggest group members to search on line to understand what are the basic concept of the ticketing platform. | Jan 19th, 2024  In the first Friday meeting, we discussed what concepts will be included in the event ticketing platform. At the same time, the role of each group member is assigned. | The team members with the same role needs to figure out what coding language they will use for their part of work. If there’s required techniques, members need to do self-learning in order to get prepared for further development. |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Jingtao Yang | Front-end |
| Cheng Fang | Back-end |
| Warren Chan | Front-end |
| Jerry Fan | Back-end |
| Eric Chen | Front-end |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | NA (As lab wasn’t started in week 1) |
| **Issues completed** | NA​ |
| **Issues left** | NA |
| **Team Capacity** | NA |
| **Summary** | NA |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | Jan 19th, 2024 |
| **End date** | Jan 26th, 2024 |
| **Sprint theme** | Language using, Concept development |
| **Team capacity** | All 5 members, 15 hours per week |
| **Issues capacity** | 15 hours per week |
| **Individual capacity** | Jingtao Yang - 15h/week  Cheng Fang - 15h/week  Warren Chan - 15h/week  Jerry Fan - 15h/week  Eric Chen - 15h/week |
| **Potential risks** | Group members might have personal issues which they are not able to finished their work on time |
| **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