SCRUM MEETING WEEK 13

**:white_check_mark: Sprint planning checklist**

|  |  |  |
| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​Group members needs to get their existed work prepared, which we can evaluate what function left and preparing for the next week’s work. | ​​On April 2nd, 2024, group members met up to discuss what are the functions left. What is left are database connection of events and orders. | ​​Members separate the work to get the left function done by end of this scrum, make sure everything of the technical aspects work by the end of the scrum. |

**:busts_in_silhouette: Sprint team members**

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

** Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | ​​Frontend Finishing and Database design |
| **Issues completed** | ​​15 |
| **Issues left** | 0 |
| **Team Capacity** | 15 |
| **Summary** | Front-end functions are finished, and databased connection are still in progress. |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​April 1st, 2024 |
| **End date** | April 8th 2024 |
| **Sprint theme** | ​​Project Function Finishing |
| **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 issues 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 to not affect the project development as a whole. |

**:books: Sprint planning resources**