SCRUM MEETING WEEK 14

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​At this point of the development, all the development works are done. Members should get what they have done last week. | ​​On April 8th, 2024, group members connected everything together, so the system works as a whole. | ​​Each members will enhance the test, including SIT and UAT, followed the test plan, and get the project documentation done as well. |

**:busts_in_silhouette: Sprint team members**

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| --- | --- |
| **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**

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| --- | --- |
| **Sprint theme** | ​​Project Development Finishing |
| **Issues completed** | ​​ 12 |
| **Issues left** | 0 |
| **Team Capacity** | 15 |
| **Summary** | ​​ We have successfully finished the required functions of the project. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​ April 8th, 2024 |
| **End date** | April 12st, 2024 |
| **Sprint theme** | ​​Finalizing testing and documenting |
| **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**