SCRUM MEETING WEEK (12)

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| * ​​Add ip addresses to mongo * Finish mvp | * ​​Discuss bugs * Discuss how to clean up code * Discuss documentation | ​​ |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Gavin Ashworth | Dev |
| Nick Haydu | Dev |
| Imoudu Ibrahim | Scrum Master |
| Preston Melvin | Product Owner |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​Testing and admin |
| **Issues completed** | ​​8 issues |
| **Issues left** | 1 issue |
| **Team Capacity** | 24 hours |
| **Summary** | ​​ Almost all issues were completed, someone had some bigs to overcome, we discussed how to resolve it in person |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​March 25th |
| **End date** | April 1st |
| **Sprint theme** | ​​Refactoring, documentation, M4 |
| **Team capacity** | 32 hours |
| **Issues capacity** | 28 hours |
| **Individual capacity** | Imoudu: 7 hours  Gav: 7 hours  Nick: 7 hours  Preston: 7 hours |
| **Potential risks** |  |
| **Mitigations** |  |