SCRUM MEETING WEEK ()

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| * ​Learnt about how to draw UML diagram * Learnt about how to write well-phrased user stories | * ​​Began creating UML diagram * Discussed user stories * Discussed High level descriptions * Discussed functional requirements | * ​​Work on items discussed * Complete and upload work for milestone 2 |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Zain Ali | * ​​ Functional and Non-functional requirements * Project Description |
| Karim Jassani | * ​​ Functional and Non-functional requirements * Project Description |
| Dylan Robles | * Use case diagrams * User requirements * User Stories |
| Aadil Shaji | * ​​ Functional and Non-functional requirements * Project Description |
| Tyler Possela | * Use case diagrams * User requirements * User Stories |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | Milestone #2 – project descriptions and requirements |
| **Issues completed** | ​​ 4 |
| **Issues left** | 0 |
| **Team Capacity** | 70% |
| **Summary** | ​​ The |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​ 2/13/2024 |
| **End date** | 2/16/2024 |
| **Sprint theme** | ​​ Milestone 2 Completion |
| **Team capacity** | 70% |
| **Issues capacity** | 70% |
| **Individual capacity** | Member 1 70% - Tyler Possela  Member 2 70% - Dylan Robles  Member 3 70% - Aadil Shaji  Member 4 70% - Zain Ali  Member 5 80% - Karim Jassani |
| **Potential risks** | Multiple midterms and assignments due for each member of the team |
| **Mitigations** | Finding time to meet up and review each others work during midterm week |

**:books: Sprint planning resources**

* COSC 310 – Software Engineering Slides
* Crisp Sprint Planning Checklist