SCRUM MEETING WEEK (10)

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​  Finished Milestone 3 requirements.  Communicated using WhatsApp to share struggles group members ran into in order to get help.  Started implementing the backend as well as implementing the frontend of new dashboards. | ​​  Looked over everyone’s work from the previous sprint to ensure it matched everyone’s expectations.  Divided up the work for the next sprint.  Discussed any issues we ran into this week that need to be resolved in order to continue implementing everything properly. | ​​  Catch up and refine all of the previous work we have done.  Make sure all of the issues we have been working on are implemented correctly so that we don’t have to go back and make major changes in the future. |

** Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Julie Flament | ​​ Scrum Master |
| Noah Stasuik | Project Manager |
| Trevor Winser | Developer |
| Komal Singh | Developer |
| Lakshay Dang | Developer |
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** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | Complete Milestone 3 |
| **Issues completed** | ​​16 |
| **Issues left** | 7 |
| **Team Capacity** | 40 hours |
| **Summary** | ​​ Finished all of the Milestone 3 requirements. Worked on implementing the database in our dashboards. Learned and implemented Flask. Learned and used PyTest and Selenium to test the backend and frontend of our implementation. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​March 12th, 2024 |
| **End date** | March 18th, 2024 |
| **Sprint theme** | ​​Refinement |
| **Team capacity** | 40 hours |
| **Issues capacity** | 40 hours |
| **Individual capacity** | Julie Flament – 8 hours  Noah Stasuik – 8 hours  Trevor Winser – 8 hours  Komal Singh – 8 hours  Lakshay Dang – 8 hours |
| **Potential risks** | Scheduling group meetings, people not meeting their work capacity. Struggling with the database. Struggling with testing. |
| **Mitigations** | Communicate available times for group meetings. Communicate if any help is necessary. People doing a bit more work if others feel they can’t finish everything in time. |

** Sprint planning resources**

* Microsoft Word
* KanBan Board on GitHub