SCRUM MEETING WEEK (11)

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​  Communicated using WhatsApp to share struggles group members ran into in order to get help.  Made several webpages fully functional.  Caught up on all the issues from the weeks before that we weren’t able to finish.  Had separate group meetings to help plan and work on issues. Make sure that our repository is well organized for everyone, implemented everything into Flask. | ​​  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. | ​​  Start working on Milestone 4 requirements.  Keep implementing the rest of the webpages, and start routing all of the webpages together. |

** 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** | Refinement |
| **Issues completed** | 12 |
| **Issues left** | 2 |
| **Team Capacity** | 40 hours |
| **Summary** | ​​Make sure that our repository is well organized for everyone, implemented everything into Flask. Continued catching up on all of our previous issues that we didn’t finish in previous sprints. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​March 19th,2024 |
| **End date** | March 25th, 2024 |
| **Sprint theme** | ​​Testing and Integration |
| **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