SCRUM MEETING WEEK (13)

**: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.  Started making final changes on website.  Clean up Git repository.  Had separate group meetings to help plan and work on issues. | ​​  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. | ​​  Finish up any other issues we have left.  Make final changes.  Continue/finish M5 requirements. |

** Sprint team members**

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| --- | --- |
| **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** | ​​10 |
| **Issues left** | 3 |
| **Team Capacity** | 40 hours |
| **Summary** | ​​Cleaned up Git repository. Started working on final changes for the project and M5 requirements. Implemented alert system. Fixed front-end. Added nav-bar to all dashboards. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​April 2st, 2024 |
| **End date** | April 8th, 2024 |
| **Sprint theme** | ​​Finish/Milestone 5 |
| **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 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