SCRUM MEETING WEEK (14)

**: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 final changes on the project.  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. | ​​  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** | ​​Finish/Milestone 5 |
| **Issues completed** | 12 |
| **Issues left** | 4 |
| **Team Capacity** | 40 hours |
| **Summary** | ​​Wrapped up final changes. Starting to complete Milestone 5. Continued fixing tests. Get ready for the presentation. |

** Sprint planning resources**

* Microsoft Word
* KanBan Board on GitHub