SCRUM MEETING WEEK 4

**:white_check_mark: Sprint planning checklist**

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| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​  Gathering possible datasets to use in this project.  Communicated using WhatsApp to organize a group meeting.  Go through the lecture slides to learn how to make a use-case diagram and a requirement/features documents. | ​​  Decided on a dataset regarding hurricanes in the pacific ocean; called El Niño. The data was collected with the Tropical Atmosphere Ocean (TAO) array which was developed by the international Tropical Ocean Global Atmosphere (TOGA) program. The data set contains oceanographic, and surface meteorological readings taken from a series of buoys positioned throughout the equatorial Pacific.  Updated the KanBan board and assigned issues to each group member. | ​​  Making the suggested edits based on TA feedback. Finalize the documents and work necessary. |

** Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Julie Flament | ​​Scrum Master |
| Komal Singh | Developer |
| Trevor Winsor | Use-Case Diagram developer |
| Lakshay Dang | Dataset Analyst |
| Noah Stasuik | Project Manager |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | N/A |
| **Issues completed** | ​​ N/A |
| **Issues left** | N/A |
| **Team Capacity** | N/A |
| **Summary** | ​​ N/A |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​ January 30th, 2024 |
| **End date** | February 5th, 2024 |
| **Sprint theme** | ​​ Introduction/Preparation |
| **Team capacity** | 30 hours |
| **Issues capacity** | 20 hours |
| **Individual capacity** | Julie Flament – 6 hours  Komal Singh – 6 hours  Trevor Winsor – 6 hours  Lakshay Dang – 6 hours  Noah Stasuik – 6 hours |
| **Potential risks** | Scheduling group meetings, people not meeting their work capacity, trouble finding new API, adapting to different learning curves. |
| **Mitigations** | Communicate available times for group meetings, communicate if any help is necessary |

** Sprint planning resources**

* Microsoft Word
* KanBan Board on GitHubs