SCRUM MEETING WEEK (5)

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​  Make the Use-Case diagram and received feedback from our TA.  Communicated using WhatsApp to organize a group meeting. | ​​  Work on the data-flow diagram and UML diagram.  Organized and categorized all of our issues on GitHub. | ​​  Making the suggested edits based on TA feedback. Finalize the documents and work necessary. |

** Sprint team members**

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

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​Introduction/Preparation |
| **Issues completed** | ​​N/A |
| **Issues left** | N/A |
| **Team Capacity** | 30 hours |
| **Summary** | ​​Worked on the diagrams necessary for milestone 2. Received feedback from the TA. Made appropriate changes to our diagrams based on the feedback. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​February 6th, 2024 |
| **End date** | February 12th, 2024 |
| **Sprint theme** | ​​Introduction/Preparation |
| **Team capacity** | 30 hours |
| **Issues capacity** | 20 hours |
| **Individual capacity** | Julie Flament – 6 hours  Komal Singh – 6 hours  Trevor Winser – 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. Struggling to make all of the necessary diagrams. |
| **Mitigations** | Communicate available times for group meetings, communicate if any help is necessary. |

** Sprint planning resources**

* Microsoft Word
* KanBan Board on GitHub
* <https://www.lucidchart.com/blog/data-flow-diagram-tutorial>
* <https://www.lucidchart.com/pages/uml-class-diagram>