SCRUM MEETING WEEK ()

**: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. Added/made changed to our old diagrams based on the new requirements from our TA.  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 | Developer |
| Trevor Winser | Developer |
| Lakshay Dang | Developer |
| Noah Stasuik | Project Manager |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​Introduction/Preparation |
| **Issues completed** | ​​6 |
| **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 13th, 2024 |
| **End date** | February 26th, 2024 |
| **Sprint theme** | ​​Setting up environment/Requirement Gathering |
| **Team capacity** | 45 hours |
| **Issues capacity** | 40 hours |
| **Individual capacity** | Julie Flament – 8 hours  Komal Singh – 8 hours  Trevor Winser – 8 hours  Lakshay Dang – 8 hours  Noah Stasuik – 8 hours |
| **Potential risks** | Scheduling group meetings, people not meeting their work capacity. Different time zones due to travel. Struggling to make all of the necessary diagrams. Struggling with the database. Learning how to use Flask. |
| **Mitigations** | Communicate available times for group meetings, communicate if any help is necessary. |

** Sprint planning resources**

* Microsoft Word
* KanBan Board on GitHub