SCRUM MEETING WEEK (8)

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| ​​  Finished all the Milestone 2 requirements. Looked over all the Milestone 3 requirements.  Communicated using WhatsApp to organize a group meeting.  Organized group meetings to discuss Figma designs. | ​​  Started working on Milestone 3 requirements. Looked over everyone’s work from the previous sprint to ensure it matched our expectations.  Organized and categorized all our issues on GitHub.  Divided up the work for the next sprint. | ​​  Continue working on all the Milestone 3 requirements.  Complete all last sprint’s issues and start working on the new issues. |

** 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 |
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** Sprint planning meeting items**

**Previous sprint summary**

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| --- | --- |
| **Sprint theme** | ​​Setting up environment/Requirement Gathering |
| **Issues completed** | ​​12 |
| **Issues left** | 5 |
| **Team Capacity** | 40 hours |
| **Summary** | ​​ Finished all of the milestone 2 requirements. Updated all of the different diagrams based on feedback given. Everyone set up their environments. Cleaned the data and set up SQLite. Worked on all the designs on Figma. |

**Details Current sprint**

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| --- | --- |
| **Start date** | ​​February 27th, 2024 |
| **End date** | March 4th, 2024 |
| **Sprint theme** | ​​ Complete Milestone 3 |
| **Team capacity** | 40 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. Struggling with the database. Struggling to start coding. Disagreements over design and implementation. |
| **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