SCRUM MEETING WEEK (6)

**:white_check_mark: Sprint planning checklist**

| **Preparation** | **Meeting** | **Follow up** |
| --- | --- | --- |
| * ​​High level description for M2 (Rory) * User Requirements (Oliver) * Functional Requirements * Text for use case diagrams * Proto Persona for Admin * Proto Persona for User * Add seat relationship to area | ​ Team met during the lab time. | ​​ Team discussed what was completed. |

**:busts_in_silhouette: Sprint team members**

| **Name** | **Role** |
| --- | --- |
| ​​ Oliver Medgyesi | ​​ N/A |
| Prateek Balani | N/A |
| Mariya Putwa | N/A |
| Rory Hazlett | N/A |
| Stefan Spataro | N/A |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

| **Sprint theme** | ​​Milestone 2 |
| --- | --- |
| **Issues completed** | ​​6 |
| **Issues left** | 0 |
| **Team Capacity** | 5 |
| **Summary** | ​​Discussed with the TA about what needs to be done regarding Milestone 2. We learned how to properly use GitHub Kanban to address our issues as a team. |

**Details Current sprint**

| **Start date** | ​​ 2024/02/13 |
| --- | --- |
| **End date** | 2024/02/16 |
| **Sprint theme** | ​​ Milestone 2 |
| **Team capacity** |  |
| **Issues capacity** |  |
| **Individual capacity** | Member 1  Member 2  Member 3  Member 4  Member 5 |
| **Potential risks** | People do not complete their tasks on time. |
| **Mitigations** | Communicating via Discord with all members. |

**:books: Sprint planning resources**

* Google Docs
* GitHub Kanban
* Discussing with the TA