SCRUM MEETING WEEK (8)

**:white_check_mark: Sprint planning checklist**

| **Preparation** | **Meeting** | **Follow up** |
| --- | --- | --- |
| ​​Discussed previous tasks and division of this week's tasks. | ​​During the Lab Section | ​​ |

**:busts_in_silhouette: Sprint team members**

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

** Sprint planning meeting items**

**Previous sprint summary**

| **Sprint theme** | ​Milestone 2 |
| --- | --- |
| **Issues completed** | ​​ 7 |
| **Issues left** | 0 |
| **Team Capacity** | 5 |
| **Summary** | ​​ All issues were completed |

**Details Current sprint**

| **Start date** | ​​ February 27th 2024 |
| --- | --- |
| **End date** | March 8th 2024 |
| **Sprint theme** | ​​ Milestone 3 |
| **Team capacity** | 5 |
| **Issues capacity** | 7 |
| **Individual capacity** | Member 1  Member 2  Member 3  Member 4  Member 5 |
| **Potential risks** | Not handing in Milestone 3 on time / Not completing all the designated tasks |
| **Mitigations** | Communication through the discord server and with team members about completion. |

**:books: Sprint planning resources**

* Lab Section
* Milestone 3 Requirements