SCRUM MEETING WEEK (4)

**:white_check_mark: Sprint planning checklist**

| **Preparation** | **Meeting** | **Follow up** |
| --- | --- | --- |
| ​​Check coming milestone 2 tasks | * ~~distribute tasks -~~ **~~Individual capacity~~** * aware of potential risks - **Potential risks + Mitigations** | ​​ |

** Sprint team members**

| **Name** | **Role** |
| --- | --- |
| ​​Ahmad Saleem Mirza | ​​Team |
| Nelson Ngumo | Team |
| Bennett Witt | Team |
| Ruby Yu | Scrum Master |
| **Satabdi Das** | Product Owner |

** Sprint planning meeting items**

**Previous sprint summary**

| **Sprint theme** | ​​COSC 310 Milestone 1 |
| --- | --- |
| **Issues completed** | ​​ 1. Team information and Team Agreement report.  2. Planning Framework |
| **Issues left** | None |
| **Team Capacity** | 4 |
| **Summary** | Formed a team ​​successfully. Confirmed fundamental team information and the direction of our project - E-learning Platform.  Done setting up the team's Github repository.  Our weekly meeting time is 10 - 12 on every Tuesday.  In this week, we proposed the features of our project, and did first version of user diagram and use cases:[COSC 310 W4](https://docs.google.com/document/d/1Z5mV_DLR9-JfKTtZZcoWYPtmbNtIx34lJfsK0dzi6FE/edit?usp=sharing) |

**Details Current sprint**

| **Start date** | ​​Jan 31, 2024 |
| --- | --- |
| **End date** | Feb 9, 2024 |
| **Sprint theme** | ​​Brainstorming Ideas |
| **Team capacity** | 4 |
| **Issues capacity** | * Construct a list of features that are to be implemented in the e-learning project * Make a class diagram to understand the proposed workflow and what features will be available to different users * Come up with case study descriptions to get a rough idea of different pre and post conditions of our proposed features * Different user stories to help define an acceptance criteria for our case studies |
| **Individual capacity** | Ahmad Saleem Mirza: features list, case study and user story  Ruby Yu: class diagram, case study and user story  Bennett Witt: features list, class diagram and case study  Nelson Ngumo: |
| **Potential risks** | 1. Having different & a lot of ideas |
| **Mitigations** | 1. list them all and prioritize them |

** Sprint planning resources**

* [UML use case diagrams](https://youtu.be/4emxjxonNRI?si=mcX7fMhC-7TAFAEn)