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** | ​​Feb 2, 2024 |
| --- | --- |
| **End date** | Feb 8, 2024 |
| **Sprint theme** | ​​Complete 75% of Milestone 2 |
| **Team capacity** | 4 |
| **Issues capacity** | 1. Description of the project    1. a summary with adequately details 2. Require analysis and development    1. user requirements    2. functional requirements       1. “Consider using proto-persona. ”       2. “Don't forget that you will have different categories of users. ”    3. non-fucntional requirements 3. Use case diagram and descriptions    1. use case diagram    2. detailed text   Note: focus on 1. and 2. and have a draft of 3.  Submission format: “**In addition to the pdf,** update your project README.md to include the details of the requirements and ensure that it is committed to your repo and pushed upstream by the end of the due date (I would suggest you create a **Requirements Engineering** branch). This will be reviewed, and feedback will be provided to you. ” |
| **Individual capacity** | Member 1  Member 2  Member 3  Member 4 |
| **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)