Weekly Brief for the Week #1

(27/02/2023 to 03/03/2023)

Meeting with the Client	No
Sprint	0

1. Current Status

▪ We received the confirmation about the 'Meeting Minutes #1' we sent to the client on 24/02/2023. Everything was correct and the minutes were approved.

▪ We didn't meet with the client this week, although we exchanged emails to schedule future meetings.

▪ We have already started working on the deliverables for this week. As usual, we had a meeting with all team members during the week (Wednesday afternoon) where we decided to divide the team between the two deliverables. That way we already have an initial version for both documents that we will use to discuss and improve on the Friday class.

▪ We also started working on the collection of requirements as requested by our client. This collection will be presented to the client in the next meeting.

2. Plans for the coming weeks

▪ Next week we will meet with the client on Thursday, to present the work developed through Sprint 0 (collection of requirements). Then we will do a small retrospective for that sprint and start working on the next one.

▪ During the next week, we will work on the 'Script for the Review' deliverable and also start the technical development of the project. The technical development will be based on the list of user stories we select for Sprint 1, together with the client.

3. Potential Risks

▪ Since we are collecting the project requirements we face the risk of miscomprehension of the project description and goals. To reduce this risk and guarantee we have a correct and valid list of requirements we decided to have a meeting with the client in which we will discuss the requirements and get approval from them.