

Sprint Backlog Grooming Meeting Minutes:

Date: 4/20/2026

Attendees: Max Gleiberman, Julian Hernandez, Nathan Mahabeer, Elizabeth Hechavarria

Start time: 6:00pm

End time: 6:30pm

The following user stories were created/discussed/refined/prioritized:

- **User Story #8 – Final Deliverable Submission:** Description: Assemble and submit the complete final deliverable zip file by April 27, 2026 at 5:00 PM. The zip must contain all five required directories (Code, Documents, Posters, Presentation Slides, Videos) following the exact structure and naming conventions specified by the instructor.
 - **Refinements:** Zip file must be named using the correct format (Major - ProjectName.zip). Code directory must include README.txt, Installation Guide, User Manual, and all source files. Documents directory must include the full final project report and compiled Daily Scrum Minutes. Posters directory must include the team poster as a .pptx. Presentation Slides directory must include the final presentation PowerPoint. Videos directory must contain only index.html linking to all four publicly accessible YouTube videos with correct naming.
 - **Acceptance Criteria:** Zip file is correctly named and contains all five required directories. All four YouTube videos are publicly accessible and correctly named. index.html loads all video links properly in a browser. Only the Team Lead submits on Canvas. Submission is completed before April 27, 2026 at 5:00 PM.

Prioritization / Decisions:

- User Story #7 (Project Description Form and Website) is now complete.
- Final Deliverable Submission (Story #8) is the sole remaining task and is the top priority.
- All efforts this sprint are focused on assembling, reviewing, and submitting the final zip package.

Action Items:

- Assemble all five required directories into the final zip file.
- Verify zip file naming format is correct.
- Compile all Daily Scrum Minutes into a single document.
- Finalize and proofread the full project documentation report.
- Complete and test index.html with all four YouTube video links.
- Confirm all videos are public and correctly named on YouTube.
- Team Lead to submit zip on Canvas before April 27, 2026 at 5:00 PM.

The user stories below are completed:

- **User Story #1 – SIEM Setup & Log Ingestion**
- **User Story #2 – IoT Device Simulation**
- **User Story #3 – Threat Simulation**
- **User Story #4 – Dashboards & Detection Rules**
- **User Story #5 – Risk Assessment & Documentation**
- **User Story #6 – Project Poster Development**
- **User Story #7 – Project Description Form and Website**