

Sprint Planning Meeting Minutes:

Date: 4/13/2026

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

Start time: 6:00pm

End time: 6:30pm

Team Velocity Estimate: 40 Story Points

User Stories Selected for Sprint (by priority):

- **User Story #8 – Senior Design Showcase Preparation:** Prepare for and successfully present the project at the Senior Design Showcase, ensuring a professional presentation, fully functional demo, and complete setup.

Planned Tasks:

- Prepare Showcase Logistics:
 - Confirm event details (location, time, setup requirements)
 - Plan transportation and setup materials
 - Coordinate arrival and setup schedule
- Finalize Presentation Materials:
 - Refine project poster
 - Review and polish project description and website
 - Ensure visual consistency across all materials
- Demo Readiness:
 - Test system functionality thoroughly
 - Verify power and Wi-Fi compatibility
 - Prepare backup plans in case of technical issues
- Presentation Preparation:
 - Practice speaking roles and timing
 - Refine talking points for judges and attendees
 - Ensure clear explanation of problem, solution, and value
- Professional Readiness:
 - Confirm dress code (business casual/professional)
 - Prepare for Q&A with judges
 - Ensure team coordination during presentation

Team Member Commitments:

- **Max Gleiberman:** Sprint coordination, showcase logistics management, timeline oversight, and final readiness checks for all deliverables and setup.
- **Julian Hernandez:** Refine project description and presentation talking points, assist with demo explanation, and support presentation practice.

- **Nathan Mahabeer:** Finalize visuals, ensure demo system stability, test functionality, and prepare for live system walkthrough.
- **Elizabeth Hechavarria:** Polish website and presentation materials, ensure visual consistency, and assist with overall showcase setup and presentation preparation.