

## **Sprint Backlog Grooming Meeting Minutes: Sprint 2**

### **Attendees:**

Isis Gomez (Product Owner)  
Manuel Conrad  
Michael Novas  
Kirei Hausheer  
Joaquin Prado

**Start Time:** 7:00 P.M.

**End Time:** 8:00 P.M.

### **Discussion Points**

- Reviewed progress and carried-over items from Sprint 1.
- Refined user stories for completion and clarified dependencies.
- Adjusted estimates and ensured stories remain achievable within the team velocity of 20 story points.

### **User Stories Reviewed**

#### **User Story #4: Secure Multi-Factor Authentication**

- **Priority:** High
- **Refinements:**
  - Finalize integration of multi-factor authentication.
  - Strengthen password recovery and account lockout mechanisms for better security.
- **Effort Estimate:** 5 story points

#### **User Story #5: Phishing Awareness Expansion**

- **Priority:** High
- **Refinements:**
  - Add more interactive phishing scenarios and improve feedback for learners.
  - Conduct user testing to ensure clarity and engagement.
- **Effort Estimate:** 8 story points

#### **User Story #6: Badge System Completion**

- **Priority:** Medium
- **Refinements:**
  - Complete logic for awarding and displaying badges in the progress tracking system.
  - Ensure badges sync correctly with user profiles and quiz scoring.
- **Effort Estimate:** 4 story points

#### **User Story #7: Instructor Reporting Dashboard (Initial Setup)**

- **Priority:** Medium
- **Refinements:**
  - Establish database structure for reporting metrics.
  - Define initial dashboard layout and identify key instructor-facing KPIs.
- **Effort Estimate:** 3 story points

#### **Action Items**

- **Isis:** Refine and finalize multi-factor authentication requirements; document edge cases.

- **Manuel:** Add new phishing training content and interactivity improvements.
- **Michael:** Implement badge awarding logic and start database schema for the reporting dashboard.
- **Kirei:** Assist with testing phishing scenarios to align with educational goals.
- **Joaquin:** Perform usability and security testing on login and phishing modules.

## Backlog Prioritization

The following user stories were prioritized for **Sprint 2**:

1. User Story #4 – Secure Multi-Factor Authentication (5 points)
2. User Story #5 – Phishing Awareness Expansion (8 points)
3. User Story #6 – Badge System Completion (4 points)
4. User Story #7 – Instructor Reporting Dashboard Setup (3 points)

## Additional Notes

- Team agreed to raise blockers immediately in daily scrums to prevent rollover.
- Deliverables and updates will continue to be shared via Google Drive.
- Team velocity target remains **20 story points** for Sprint 2.

## End of Meeting Notes