

Daily Scrum Meeting Minutes:

Date: 09/02/2025

Attendees: Barbara Andino, Amelia DiGennaro, Damian Figueroa-Gonzalez, Moath Hussein

Start time: 8:45 pm

End time: 9:00 pm

Sprint 1, Day 1

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 1 hour
- What was done since the last scrum meeting?
 - We met as a team for the first time today and discussed roles and user stories. We assigned roles based on each member's strength. For this sprint, I got assigned to create the product backlog.
- What is planned to be done until the next scrum meeting?
 - I plan to gather ideas that would make up the user stories for the product. I am going to research past capstone 2 projects to get an idea of how to time our sprints.
- What are the hurdles?
 - None at the moment.

Amelia DiGennaro:

- How many hours did I work since the last meeting?
 - 1 hour
- What was done since the last scrum meeting?
 - The team met and we distributed our roles and user stories for the sprint. I was assigned User Story 2, Risk assessment template
- What is planned to be done until the next scrum meeting?
 - I plan to look at example risk assessment document templates from previous projects to get an idea of the expected structure and identify the key sections we will need.
- What are the hurdles?
 - None for today.

Damian Figueroa-Gonzalez:

- How many hours did I work since the last meeting?
 - 1 hour
- What was done since the last scrum meeting?
 - For our first meeting, we discussed preliminary information about our project topic, and assigned user stories to each team member.
- What is planned to be done until the next scrum meeting?
 - I plan to gather information about our project topic and define its scope.
- What are the hurdles?

- None at this moment.

Moath Hussein:

- How many hours did I work since the last meeting?
 - 1 hour
- What was done since the last scrum meeting
 - I met with the team for the first time for the task entrusted to me.
- What is planned to be done until the next scrum meeting?
 - Begin identifying the potential risks associated with the project.
- What are the hurdles?
 - None for today.