

Daily Scrum Meeting Minutes:

Date: 09/04/2025

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

Start time: 8:20 pm

End time: 8:40 pm

Sprint 1, Day 3

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - I created a word document and using the research I gathered from past capstone products, there will be 28 total user stories for all 7 sprints.
- What is planned to be done until the next scrum meeting?
 - I plan to create titles for each user story to guide us throughout the semester.
- What are the hurdles?
 - None at the moment.

Amelia DiGennaro:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Since the last meeting I began outlining the initial structure of the document and drafted up some of the key sections that we will need.
- What is planned to be done until the next scrum meeting?
 - I plan on continuing to work on the draft of the risk assessment document outline and filling in the details for each of the sections.
- What are the hurdles?
 - None for today.

Damian Figueroa-Gonzalez:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - Since the last scrum meeting, I have continued researching our project topic and gathered useful information.
- What is planned to be done until the next scrum meeting?
 - I plan to start outlining the project scope from the information I have gathered and create a rough draft of the project scope.
- What are the hurdles?
 - None at this moment.

Moath Hussein:

- How many hours did I work since the last meeting?
 - 2 hours
- What was done since the last scrum meeting
 - I discussed with the team some of the simplifications I've made to the tasks I've been given.
- What is planned to be done until the next scrum meeting?
 - Discuss potential risks associated with the project with the project manager.
- What are the hurdles?
 - None for today.