

Daily Scrum Meeting Minutes:

Date: 09/05/2025

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

Start time: 12:50 pm

End time: 1:25 pm

Sprint 1, Day 4

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - I drafted titles for each user story for the product backlog.
- What is planned to be done until the next scrum meeting?
 - I plan to create descriptions for each user story that explain what should be completed by the end of the sprints.
- 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 continued to work on the draft of the document outline and added more detailed content to some of the main sections.
- What is planned to be done until the next scrum meeting?
 - I plan to continue refining the draft and do a final review on the sections I have written and make any finalized changes.
- What are the hurdles?
 - I need to check in with my teammates to confirm if the structure I drafted aligns with the project expectations.

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 began outlining the project scope and drafted the initial structure using the research I gathered.
- What is planned to be done until the next scrum meeting?
 - I plan to further refine the project scope draft and ensure it aligns with our goals and requirements.
- 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 further discussed the details of the tasks entrusted to me with the project manager.
- What is planned to be done until the next scrum meeting?
 - I intend to discuss the additional risks associated with the project with the team.
- What are the hurdles?
 - None for today.