

Daily Scrum Meeting Minutes:

Date: 09/08/2025

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

Start time: 8:40 pm

End time: 9:00 pm

Sprint 1, Day 5

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - I have created descriptions for 14 user stories that explain what should be completed by the end of each sprint.
- What is planned to be done until the next scrum meeting?
 - I plan to finish the rest of the 14 user story descriptions.
- 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 my first draft of the document and refine the content in the key sections, ensuring the details and structure are clear.
- What is planned to be done until the next scrum meeting?
 - I plan to finish refining the draft and finalize the edits on all sections, making sure the document is fully ready for the team review.
- What are the hurdles?
 - None at the moment.

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 refined the project scope draft by adding more details and clarifying the objectives to ensure it aligns with our goals and requirements.
- What is planned to be done until the next scrum meeting?
 - I plan to finalize the project scope draft and prepare it for review, making adjustments based on any feedback or missing elements.
- 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 more of the specifics of the tasks assigned to me with the project manager.
- What is planned to be done until the next scrum meeting?
 - I began reviewing documents from similar projects to identify best practices that we can incorporate into our own work.
- What are the hurdles?
 - None for today.