

Daily Scrum Meeting Minutes:

Date: 09/09/2025

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

Start time: 4:50 pm

End time: 5:15 pm

Sprint 1, Day 6

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - I have completed all 24 descriptions for each user story to guide my team throughout the semester. We can adjust as we go on but this provides a framework for us to follow.
- What is planned to be done until the next scrum meeting?
 - I plan to review all 24 user stories and make adjustments accordingly.
- 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 finished perfecting the first draft of the document outline, ensuring that all the sections are detailed and clear.
- What is planned to be done until the next scrum meeting?
 - I plan to present the first draft to my teammates and receive their feedback or any helpful suggestions to improve the outline.
- 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 reviewed parts of the project scope draft but did not make a finalized version yet.
- What is planned to be done until the next scrum meeting?
 - I plan to continue reviewing the draft and making adjustments based on team feedback.
- 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 reviewed the tasks assigned to me in detail with the project manager related to my responsibilities.
- What is planned to be done until the next scrum meeting?
 - I began reviewing documents from similar projects to identify the best practices that we can incorporate into our work.
- What are the hurdles?
 - None for today.