

Daily Scrum Meeting Minutes:

Date: 09/10/2025

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

Start time: 5:25 pm

End time: 5:40 pm

Sprint 1, Day 7

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - I reviewed all of the 24 user stories I created for the product. I adjusted and shortened a few of them to allow adequate time for completions each week.
- What is planned to be done until the next scrum meeting?
 - I plan to present the 24 user stories to my team for their approval to finalize the product backlog. I will adjust as needed.
- 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?
 - I presented my draft of the outline to my team members and received their helpful feedback and advice.
- What is planned to be done until the next scrum meeting?
 - I plan to modify my outline and implement the changes that my team members suggested, improving the quality and clarity of the document.
- 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 have continued polishing the project scope and adjusting it based on team feedback.
- What is planned to be done until the next scrum meeting?
 - I plan to have one last draft of the project scope for any final adjustments. If none, final draft of scope will be completed.
- 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 have participated in discussions on integrating system security and considering risks.
- What is planned to be done until the next scrum meeting?
 - I intend to continue researching additional risks and security considerations and putting together my notes, ensuring they align with the comprehensive risk assessment document.
- What are the hurdles?
 - None for today.