

Daily Scrum Meeting Minutes:

Date: 09/11/2025

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

Start time: 5:00pm

End time: 5:30pm

Sprint 1, Day 8

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - I presented all 24 user stories to my team and received feedback.
- What is planned to be done until the next scrum meeting?
 - I plan to make adjustments based on my team members feedback and deliver my completed product backlog the next meeting.
- 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 modified the outline and implemented the improvements that my team members suggested.
- What is planned to be done until the next scrum meeting?
 - I plan to finalize the changes on the outline and present the final draft to my team members for approval.
- 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 created one last final draft of the project scope and will be sharing it with the team for final feedback.
- What is planned to be done until the next scrum meeting?
 - I plan to adjust the scope with final feedback from the team, if need be, and or have a finished version 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 engaged in discussions with the team to integrate system security and identify potential risks.
- What is planned to be done until the next scrum meeting?
 - Continue to explore and identify potential risks and security concerns.
- What are the hurdles?
 - None for today.