

Daily Scrum Meeting Minutes:

Date: 09/12/2025

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

Start time: 12:00pm

End time: 12:20pm

Sprint 1, Day 9

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 2 hours
- What was done since the last scrum meeting?
 - I took my team's feedback and adjusted the user story descriptions and was ready to present the completed product backlog.
- What is planned to be done until the next scrum meeting?
 - I plan to complete our team's review and retrospective meeting, and listen to each finished user story.
- 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 finalized the changes to the outline and presented the final draft to my team. I received their feedback about one more aspect I should change.
- What is planned to be done until the next scrum meeting?
 - I plan to make one final adjustment to the outline and ensure it lines up with our project scope and goals.
- 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 completed the final draft of the project scope with adjusted feedback.
- What is planned to be done until the next scrum meeting?
 - I plan to share the final project scope with the team and conduct the sprint review and sprint retrospective meetings.
- 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
 - New business contributions have been added to the task I've been assigned.
- What is planned to be done until the next scrum meeting?
 - Conduct comprehensive assessments to organize observations.
- What are the hurdles?
 - None for today.