

Sprint Backlog Grooming Meeting Minutes #1:

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

Start time: 8:20 PM

End time: 8:40 PM

The following user stories were created/discussed/refined/prioritized.

The following user stories were discussed.

- User Story 1: We discussed the information I have currently finished for the product backlog. So far, I presented the 28 user stories I created to complete the product in a 7-sprint pace and read the descriptions I have completed for 14 of them. The team approves so far.
- User Story 2: We discussed how to set up the initial risk assessment document outline with the proper formatting and structure to ensure consistency for the product deliverable. We also discussed how the document will contain a clear and organized layout with defined sections, making it professional and easy to follow.
- User Story 3: We discussed briefly the rough draft of the project scope outline. We made comments on how to refine the scope and align it more with our goals and outcomes for the project.
- User Story 4: We discussed how to improve user stories by incorporating system security. I also suggested adding risk-related considerations to some of the accumulated work items to ensure compliance with the comprehensive risk assessment document.

The following user stories were refined.

- None

The following user stories were prioritized.

- None

The following user stories were completed

- None