

Daily Scrum Meeting Minutes:

Date: 09/23/2025

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

Start time: 9:30 pm

End time: 9:55 pm

Sprint 2, Day 7

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I shared the finalized asset list and impact summaries with the team. My team members gave me feedback on a few areas that needed clarification. For example, some impact descriptions needed to be more detailed.
- What is planned to be done until the next scrum meeting?
 - I plan to revise the document based on the team's feedback and made sure it is complete and aligned with our goals for the risk assessment.
- What are the hurdles?
 - None at the moment.

Amelia DiGennaro:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Since the last meeting I finished making minor changes to the detailed descriptions and added another threat to the list to make it more comprehensive.
- What is planned to be done until the next scrum meeting?
 - I plan to begin reviewing the entire threats list for completeness and accuracy, refining any areas that may need more clarifications.
- What are the hurdles?
 - None for today.

Damian Figueroa-Gonzalez:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Since the last scrum meeting, I continued reviewing the vulnerabilities discussed during the backlog grooming meeting and started narrowing down which ones are most relevant for our analysis.
- What is planned to be done until the next scrum meeting?
 - I plan to continue identifying vulnerabilities and narrow down the most impactful ones, then share examples with the team.
- What are the hurdles?
 - None at this moment.

Moath Hussein:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Review the risk list according to the project manager's notes and amendments, and then reformulate it for the risk register.
- What is planned to be done until the next scrum meeting?
 - I've begun drafting a checklist to ensure that each documented risk includes compliance, mitigation procedures, and the ability to trace user stories. This will simplify registry updates and enhance consistency.
- What are the hurdles?
 - None for today.