

Daily Scrum Meeting Minutes:

Date: 09/29/2025

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

Start time: 11:00 pm

End time: 11:10 pm

Sprint 3, Day 1

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I got a new user story assigned to me, User Story 9: Risk Matrix Setup . I reviewed examples of standard risk matrices and began outlining the structure we will use for our own (likelihood x impact). I looked into typical scoring methods and how they are applied in cybersecurity contexts.
- What is planned to be done until the next scrum meeting?
 - I plan to draft an initial version of our risk matrix layout and propose scoring criteria for likelihood and impact so we can begin customizing it for our project.
- 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?
 - We distributed the user stories for the new sprint, I got assigned user story 10: threat impact analysis. I reviewed the threats that were identified in the last sprint.
- What is planned to be done until the next scrum meeting?
 - I plan to start outlining a draft for the framework for evaluating the impact levels of each threat to help guide the scoring process.
- What are the hurdles?
 - None at the moment.

Damian Figueroa-Gonzalez:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Since this is the first entry of the new sprint, I have met with the team and been assigned a new user story, Risk documentation. I began looking over the documented risk and vulnerabilities related to this project.
- What is planned to be done until the next scrum meeting?
 - I plan to start drafting the risk level and rationale for a few of the identified threats, focusing on those with higher priority or impact.
- 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?
 - Since our last meeting, I've received a new contribution to research the evaluation of probability.
- What is planned to be done until the next scrum meeting?
 - I will draft a comprehensive guidance document that outlines the consistent application of probability measures across various risk types, including technical, human and procedural risks.
- What are the hurdles?
 - None for today.