

Daily Scrum Meeting Minutes:

Date: 10/12/2025

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

Start time: 10:20 pm

End time: 10:40 pm

Sprint 3, Day 10

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I finalized the documentation for the risk matrix. This included the definitions, example scenarios, and other notes on the application. I confirmed with the team that the matrix is ready for full use in the risk assessment phase.
- What is planned to be done until the next scrum meeting?
 - I plan to complete the sprint review and sprint retrospective with my team to look back on this sprint.
- 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?
 - I took into consideration the feedback that my team suggested and implemented it to make improvements on the clarity and consistency.
- What is planned to be done until the next scrum meeting?
 - I plan to do one final review of the documentation and summary and make sure that it is ready for implementation in the risk assessment document.
- 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 the last scrum meeting, I finalized the Risk Assessment document and incorporated feedback from the team to ensure each threat, risk level, and rationale is clearly documented.
- What is planned to be done until the next scrum meeting?
 - As this is the final scrum for Sprint 3, no additional work is planned until the start of the next sprint.
- 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?
 - The dashboard layout has been modified to ensure that risk entries are displayed correctly, enhancing visibility during sprint reviews.
- What is planned to be done until the next scrum meeting?
 - I'll create a dashboard integration guide for team members, detailing the process of updating, monitoring, and maintaining tracking links across future sprints.
- What are the hurdles?
 - None for today