

Daily Scrum Meeting Minutes:

Date: 10/01/2025

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

Start time: 11:00 pm

End time: 11:20 pm

Sprint 3, Day 3

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I refined the likelihood and impact level descriptions to fit our project better. I focused on keeping it consistent so each team member is able to apply ratings the same way when assessing risks.
- What is planned to be done until the next scrum meeting?
 - I plan to refine the scoring definitions and prepare a short explanation to the team to receive feedback.
 - I plan to create a short visual of the matrix and organize the definitions to fit our formatting. I will prepare a presentation for the team to collect feedback.
- 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 continued to work on the draft of the framework for evaluating the threat impact levels. I added more detailed scoring guidelines to a few of them.
- What is planned to be done until the next scrum meeting?
 - I plan to refine the scoring guidelines and begin testing the criteria by applying them to a few of the threats.
- 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 documented a few more threats with assigned risk levels and added rationales. I also reviewed my earlier notes to make sure the explanations were consistent.
- What is planned to be done until the next scrum meeting?
 - I plan to continue adding to the list of documented threats and work on improving the clarity of the rationales.

- 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?
 - A preliminary case study, based on the USB drop attack scenario, was developed to demonstrate how the probability assessment framework was applied.
- What is planned to be done until the next scrum meeting?
 - I'm planning to expand the case study by including probability classifications and justifications, which I then aligned with the risk register coordination .
- What are the hurdles?
 - None for today