

Daily Scrum Meeting Minutes:

Date: 10/04/2025

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

Start time: 1:20pm

End time: 1:40pm

Sprint 3, Day 4

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I created a visual version of the risk matrix. It is a 5x4 grid layout with color-coded severity zones. I formatted the likelihood x impact definitions
- What is planned to be done until the next scrum meeting?
 - I plan to share the visual and documentation with the team to gather feedback. I plan to prepare a few example risk scenarios to demonstrate how to use the matrix effectively.
- 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 refined the scoring guidelines for the threat impact evaluation framework and began testing the criteria by applying them to a few of the threats to check for consistency and clarity
- What is planned to be done until the next scrum meeting?
 - I plan to adjust the framework based on the testing, test more threat scenarios, and improve the clarity
- 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 continued documenting threats by assigning risk levels and refining some of the rationales.
- What is planned to be done until the next scrum meeting?
 - I plan to expand the documentation to cover additional threats and begin preparing a draft structure for how the risks and rationales will be presented in the Risk Assessment report.
- 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 team's comments were integrated into the probability guidelines document, resulting in enhanced clarity regarding the application of the metrics.
- What is planned to be done until the next scrum meeting?
 - The preparation of the probability guidance document is complete and ready for submission to the project manager.
- What are the hurdles?
 - None for today