

Daily Scrum Meeting Minutes:

Date: 10/06/2025

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

Start time: 9:20 pm

End time: 9:35 pm

Sprint 3, Day 6

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I reviewed the team's feedback on the risk matrix and made revisions to improve clarity in the likelihood and impact definitions. I updated the matrix visual and reorganized the example scenarios for better alignment with out USB drop content.
- What is planned to be done until the next scrum meeting?
 - I plan to finalize the revised matrix and examples so the team can begin using it in the risk assessment phase.
- 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 finalized working on the threat evaluation framework and reviewed all the scoring guidelines to ensure they are consistent across all the identified threats.
- What is planned to be done until the next scrum meeting?
 - I plan to begin documenting the final version of the framework and prepare a short summary of the evaluation results.
- 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 refined several sections of the Risk Assessment report and adjusted a few of the documented threat rationales to better match the assigned risk levels.
- What is planned to be done until the next scrum meeting?
 - I plan to continue improving the report's structure, verify that all identified threats have been included, and begin reviewing the content.

- 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 the last scrum meeting, the probability guidelines document now includes team comments, which have improved the clarity of how the metrics are applied.
- What is planned to be done until the next scrum meeting?
 - Work on preparing the probability guidance document that will be submitted to the project manager.
- What are the hurdles?
 - None for today