

Daily Scrum Meeting Minutes:

Date: 10/07/2025

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

Start time: 8:40 pm

End time: 9:10 pm

Sprint 3, Day 7

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 risk matrix layout and made sure all the definitions and example scenarios are accurate. I checked the format and shared the final version to the team so they can start applying it in the risk assessment process.
- What is planned to be done until the next scrum meeting?
 - I plan to support the team in beginning the risk rating process using the matrix. I will be available in case any clarification or adjustments are needed.
- 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 completed the documentation of the final version of the threat evaluation framework and drafted a summary of the evaluation results.
- What is planned to be done until the next scrum meeting?
 - I plan on reviewing the completed documentation and summary for accuracy and clarity, making any necessary changes.
- 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 to review the risk assessment document with the identified threats and associated risk levels and rationale.
- What is planned to be done until the next scrum meeting?
 - I plan to focus on refining the rationales to ensure they clearly explain the assigned risk levels and proper countermeasures.
- 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 USB drop attack case study was enhanced by incorporating probability ratings and justifications, ensuring alignment with the draft risk register.
- What is planned to be done until the next scrum meeting?
 - I will create a visual representation, likely a probability scale diagram, to accompany the guidance document for easy reference.
- What are the hurdles?
 - None for today