

## Daily Scrum Meeting Minutes:

Date: 10/08/2025

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

Start time: 10:40 pm

End time: 11:10 pm

### Sprint 3, Day 8

Barbara Andino:

- How many hours have I worked since the last meeting?
  - 3 hours
- What was done since the last scrum meeting?
  - I followed up with the team as they began using the risk matrix and answered a few questions about how to interpret the impact scale. I edit some of the likelihood definitions to improve clarity based on feedback.
- What is planned to be done until the next scrum meeting?
  - I plan to review the initial risk ratings submitted by the team to ensure the matrix is being applied consistently.
- 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 reviewed the documentation and summary and made some minor changes for accuracy, clarity, and improved the overall consistency.
- What is planned to be done until the next scrum meeting?
  - I plan to finalize the updated documentation and summary and present it to my team for their opinion and review.
- 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 of the rationales to make sure they clearly explain the reasoning behind each assigned risk level. I also started incorporating countermeasure details.
- What is planned to be done until the next scrum meeting?
  - I plan to continue refining the document and prepare it for final review and feedback from the team.
- 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 graph of the probability scale, a primary visual representation, was included in the guidance document for easy reference.
- What is planned to be done until the next scrum meeting?
  - I'll start by investigating how to incorporate automated tracking tools or dashboards that demonstrate the connections between user stories and associated risks. This approach will ensure that security considerations are consistently monitored throughout the development process.
- What are the hurdles?
  - None for today