

Daily Scrum Meeting Minutes:

Date: 10/09/2025

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

Start time: 9:50 pm

End time: 10:20 pm

Sprint 3, Day 9

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I revived the risk ratings submitted by the team using the matrix. I noted everything looks consistent with the definitions and the tools function well in helping us evaluate threats tied to the USB drop scenario. I also documented some notes on how the matrix could be reused and slightly modified.
- What is planned to be done until the next scrum meeting?
 - I plan to write a brief summary of how the matrix was used and what worked well. As well as include any suggestions for improvements. This will help with documenting the story completion and support future sprints.
- 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 the updated documentation and summary and presented it to my team to receive their helpful feedback.
- What is planned to be done until the next scrum meeting?
 - I plan to implement the feedback and pointers that I received from my team and use it to improve the clarity and quality.
- 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 refining the Risk Assessment document. I also reviewed the content to ensure that each threat is accurately represented.
- What is planned to be done until the next scrum meeting?
 - I plan to get team feedback for the risk assessment document and finalize it.

- 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?
 - After completing the document's improvement and preparing it for the final review, I presented it to the final review, I presented it to the project manager. I took into account his observations.
- What is planned to be done until the next scrum meeting?
 - I will collaborate with the team to link the outputs of the probability guidance to the new tracking dashboard, while ensuring that each risk entry includes a direct reference to the relevant user's story. This will provide a clearer increase in the transparency of our risk management workflow.
- What are the hurdles?
 - None for today