

Daily Scrum Meeting Minutes:

Date: 10/24/2025

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

Start time:10:20 pm

End time:10:40 pm

Sprint 4, Day 10

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I implemented the final edits and completed the risk-to-control mapping document. The final document clearly connects each threat and vulnerability to its respective control, categorized by preventive, detective, and corrective type. The document is shared with my team members.
- What is planned to be done until the next scrum meeting?
 - We will meet for the sprint review and retrospective meeting to discuss how we can improve our sprints and future documentation.
- 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 expanded on the preventative controls summary by adding more detailed explanations and examples, ensuring the content aligns with our project scope.
- What is planned to be done until the next scrum meeting?
 - I plan to do a final review of the summary document and make sure it is clear and well-organized before presenting it to my team to receive their final approval.
- 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 incorporated the team's feedback into the mitigation strategy document and made the final edits. I reviewed the entire document once more to ensure it was consistent, clear, and aligned with the project's objectives.
- What is planned to be done until the next scrum meeting?

- As this is the final scrum for the sprint, the mitigation strategy document is complete and ready to be submitted.
- 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 preliminary results were documented in a joint research register to monitor progress and provide references for each control example.
- What is planned to be done until the next scrum meeting?
 - Plan to review the feedback received from the project manager and make improvements to the control selection process to ensure stronger compliance with project security objectives.
- What are the hurdles?
 - None for today