

Daily Scrum Meeting Minutes:

Date: 11/10/2025

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

Start time: 10:40 pm

End time: 10:50 pm

Sprint 6, Day 1

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I met with my team for the Sprint 6 Planning meeting and divided our user stories for the next two weeks. I got assigned User Story 21: Create Awareness Flyer and User Story 24: Mitigation Consistency Check. I want to create a flyer to warn users about USB drop attacks and as a team, we will all confirm our materials are linking back to the risk assessment. I outlined the flyers goal and target audience, focusing on educating users about the dangers of plugging in unknown USBs.
- What is planned to be done until the next scrum meeting?
 - I plan to start drafting the flyer layout and collect short, clear safety tips and visuals that will catch the user's attention. I also plan to start reviewing our risk matrix to ensure our mitigation references remain consistent with the identified threats.
- 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?
 - My team met for the Sprint Planning Meeting and assigned our new user stories for the new sprint. I was assigned User Story 22: Educational Tips Sheet Writing and everyone was assigned User Story 24: Mitigation Consistency Check.
- What is planned to be done until the next scrum meeting?
 - I plan to begin outlining and drafting the educational tips sheet by summarizing the best practices to protect from USB Drop Attacks, ensuring the format and tone of the document is clear and concise for the user awareness materials.
- 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 this is the first scrum meeting for Sprint 6, I have been assigned a new User Story 24: Mitigation Consistency Check.
- What is planned to be done until the next scrum meeting?
 - I plan to start cross-referencing the mitigation strategies with the risk assessment to confirm all items are properly linked and consistent. I will also note any gaps or mismatches that may need revision.
- 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?
 - Draft the initial slide presentation, incorporating the project's main points, visuals, and summary research findings.
- What is planned to be done until the next scrum meeting?
 - I plan to enhance the slide design, incorporate speaker notes, and train the presentation to ensure clarity and professionalism.
- What are the hurdles?
 - None for today