

Daily Scrum Meeting Minutes:

Date: 11/12/2025

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

Start time: 9:50 pm

End time: 10:15 pm

Sprint 6, Day 2

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I began comparing our current mitigations list against the most critical threats in the risk matrix to ensure nothing was left unmatched. I reviewed the rubric provided for the documentation submission of the project and began checking off what was officially completed.
- What is planned to be done until the next scrum meeting?
 - I plan to begin drafting the awareness flyer. I want to focus on documenting which mitigation items still need clarification.
- What are the hurdles?
 - I notice many components of the project that could be refined for the final submission. I am thinking of removing user story 21 to focus of the adjustments.

Amelia DiGennaro:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Since the last meeting I began outlining the educational tips sheet by drafting a summary of the best practices to utilize to prevent USB Drop Attacks, using clear and user friendly wording.
- What is planned to be done until the next scrum meeting?
 - I plan to continue refining the tips sheet by adding more detailed examples and reviewing it for clarity and accuracy. I will also collaborate with my teammates to ensure the tone and information align with the rest of our 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 the last scrum meeting, I started cross-referencing the mitigation strategies with the risk assessment. I reviewed several entries to confirm that the mitigations align correctly with their associated threats and risk levels.

- What is planned to be done until the next scrum meeting?
 - I plan to continue reviewing the remaining mitigation items, identify any inconsistencies, and begin documenting areas that may need clarification or adjustment.
- 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?
 - Visual assets and organized segments were carefully chosen to align with the project's narrative flow and learning objectives.
- What is planned to be done until the next scrum meeting?
 - I plan to consolidate the comments received from the project manager and complete the slideshow for the presentation.
- What are the hurdles?
 - None for today