

Daily Scrum Meeting Minutes:

Date: 11/13/2025

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

Start time: 8:15 pm

End time: 8:30 pm

Sprint 6, Day 3

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I began verifying that the prevention tips listed on the flyer correctly aligned with the mitigations in our risk assessment. I started drafting the awareness flyer in a simple layout and added a short headline.
- What is planned to be done until the next scrum meeting?
 - I want to meet with my team and discuss removing user story 21. With only 6 days left of the scrum, I am not sure it will be completed to our standard before the final submission.
- What are the hurdles?
 - Discuss with the team to see if we can remove User Story 21.

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 expanded the educational tips sheet by adding clearer explanations and refining the draft. I also reviewed the content to ensure it fits the tone of our other awareness materials.
- What is planned to be done until the next scrum meeting?
 - I plan to continue developing the examples section, further refining the wording for consistency across all tips. I also plan to meet with my teammates to verify that the messaging matches the format of our other documents and receive their approval on the draft.
- 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 cross-referencing mitigation strategies with the risk assessment. I identified a few minor inconsistencies in how some mitigations were labeled or linked to their corresponding threats and noted them for revision.

- What is planned to be done until the next scrum meeting?
 - I plan to keep verifying the remaining entries for accuracy, start correcting the inconsistencies I found, and ensure all documentation is aligned with the original risk assessment structure.
- 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 content of the slide has been thoroughly reviewed to ensure its accuracy, clarity, and alignment with the project objectives and terminology.
- What is planned to be done until the next scrum meeting?
 - Plan to enhance the presentation by incorporating animation and transitions to enhance interaction and visual appeal.
- What are the hurdles?
 - None for today