

## Daily Scrum Meeting Minutes:

Date: 11/14/2025

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

Start time: 10:55 pm

End time: 11:25 pm

## Sprint 6, Day 4

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 and we agreed to remove User Story 21 from our product backlog to dedicate more time polishing the rest of our user stories. I started to verify that the prevention tips listed on the flyer correctly align with the mitigations documented in our risk assessment.
- What is planned to be done until the next scrum meeting?
  - I want to review the rubric provided for the project documentation and start checking off that everything is complete. I also will review each user story and double check is complete up to standards.
- 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?
  - Since the last meeting, I continued refining the educational tips sheet by improving clarity and polishing up the language in the sections. I also started drafting the examples portion to show practical scenarios related to the USB Drop Attacks and received my team's feedback.
- What is planned to be done until the next scrum meeting?
  - I plan to finish drafting the examples section and begin aligning the layout and formatting with our other awareness materials. I also plan to present them to my team for their feedback.
- 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 began correcting the inconsistencies I identified between the mitigation strategies and the risk assessment. I updated several

entries to ensure they accurately reflect the related threats and corresponding risk levels.

- What is planned to be done until the next scrum meeting?
  - I plan to continue reviewing and refining the documentation, verify that all updates are consistent, and prepare a short summary of the changes made to share with the team for feedback.
- 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 slides now include diagrams and illustration charts to better illustrate the main project data and its outcomes.
- What is planned to be done until the next scrum meeting?
  - Before the presentation, I intend to conduct a final quality check of the slideshow, ensuring its format, accuracy, and flow.
- What are the hurdles?
  - None for today