

Daily Scrum Meeting Minutes:

Date: 11/17/2025

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

Start time: 7:45 pm

End time: 8:00 pm

Sprint 6, Day 5

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Our group decided to keep User Story 24 and create an awareness poster flyer to better our educational outlook of our project. I updated the flyer layout by reorganizing the sections so the flow is clearer. We will use headings like “What is a USB Drop Attack?”, “How It Happens”, and “How to Protect Yourself”. I also began verifying that the prevention tips listed on the flyer align with the mitigations documented in our risk assessment.
- What is planned to be done until the next scrum meeting?
 - I plan to continue working on the flyer and begin preparing a draft version that is ready for team review. I also intend to map each flyer prevention point directly to the corresponding mitigation and threat in our risk matrix to ensure a full consistency.
- 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 finalized the examples section for the educational tips sheet and revised the wording to ensure it clearly connects to the stages of a USB Drop Attack. I reviewed the layout and presented the finalized document to my team in order to receive their feedback.
- What is planned to be done until the next scrum meeting?
 - I plan to implement my teammates' helpful feedback and complete the final formatting layout adjustments to match the style of our other awareness documents. I also plan to review the full tips sheet for accuracy and clarity before showing it to my team for their 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 continued refining the documentation to ensure all mitigation strategies correctly align with their associated threats and risk levels.
- What is planned to be done until the next scrum meeting?
 - I plan to finalize the summary report, double-check the updated entries for accuracy, and prepare the materials for team review and 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?
 - Ensure that all slides titles, dots, and visuals adhere to a consistent formatting pattern to enhance readability and professionalism.
- What is planned to be done until the next scrum meeting?
 - Plan to complete the speaker's notes and synchronize them with the slide timing to create a seamless presentation.
- What are the hurdles?
 - None for today