

Daily Scrum Meeting Minutes:

in Date: 11/19/2025

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

Start time: 11:00 pm

End time: 11:10 pm

Sprint 6, Day 6

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I continued working on the flyer and began preparing a draft version. It is still not ready for team review but by tomorrow, it should be ready.
- What is planned to be done until the next scrum meeting?
 - I plan to map each flyer prevention point directly to the corresponding mitigation and threat in our risk matrix. Also, wrap up the flyer for the team to review.
- 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 reviewed the feedback from my teammates and integrated their suggestions into the educational tips sheet. I refined several sections for clarity and started updating the formatting to match the structure of our other awareness materials.
- What is planned to be done until the next scrum meeting?
 - I plan to complete the final layout adjustments and present the updated final version to my team for their approval. I also plan on starting to outline a brief summary that will be used in the presentation slides.
- 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 finalized most of the summary report and continued reviewing the updated mitigation entries to confirm they accurately reflect the corresponding threats and risk levels.
- What is planned to be done until the next scrum meeting?
 - I plan to finish the remaining portions of the summary report, and prepare the updated documentation for team review.

- 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?
 - Integrated feedback from colleagues has been incorporated to improve slide clarity, eliminate duplicate content, and strengthen key messages .
- What is planned to be done until the next scrum meeting?
 - I intend to deliver a comprehensive training presentation to evaluate the pace and make necessary final adjustments before applying.
- What are the hurdles?
 - None for today