

Daily Scrum Meeting Minutes:

in Date: 11/20/2025

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

Start time: 9:20 pm

End time: 9:45pm

Sprint 6, Day 7

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I mapped each prevention tip on the flyer to its corresponding mitigation and threat in the risk matrix. I also made final edits to the flyer's structure and visuals so the draft is now ready for initial team review.
- What is planned to be done until the next scrum meeting?
 - I plan to share the flyer draft with the team and gather feedback. I will also begin checking the rest of our materials to ensure the messaging on the flyer stays consistent with our documentation mitigations from earlier sprints.
- 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 completed the final layout adjustments to the educational tips sheet. I also began outlining the summary content that will be used for the presentation and reviewed the document to confirm clarity and consistency.
- What is planned to be done until the next scrum meeting?
 - I plan to continue developing the presentation summary by refining the key points and visuals that will help clearly convey the purpose of the educational tips. I will review the overall awareness materials and identify areas where additional examples or supporting explanations may be needed to strengthen user understanding.
- 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 finished the remaining sections of the summary report and completed another pass through the mitigation documentation to ensure consistency.

- What is planned to be done until the next scrum meeting?
 - I plan to share the updated documentation with the team, gather any initial feedback, and note any areas that may need further 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?
 - The slideshow has been enhanced with High-quality icons and visuals to enhance its overall design and improve the communication of information.
- What is planned to be done until the next scrum meeting?
 - Plan to check accessibility features, such as readable fonts, color contrast, and alternative text, to ensure that the presentation meets usability standards.
- What are the hurdles?
 - None for today