

Daily Scrum Meeting Minutes:

Date: 11/21/2025

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

Start time: 11:00 pm

End time: 11:30 pm

Sprint 6, Day 8

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I shared the flyer draft with the team and received initial feedback regarding clarity and layout. I also started reviewing our documentation to ensure that the prevention tips and terminology used on the flyer match the mitigations and threats listed in our risk matrix.
- What is planned to be done until the next scrum meeting?
 - I plan to revise the flyer based on the feedback, focusing on improving readability and visual emphasis. I also plan to continue verifying that all prevention points are fully aligned with the risks and controls identified earlier in the project.
- 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 creating the presentation summary by organizing the key points into a clear structure and refining the wording to make the messaging concise and engaging. I also began selecting visuals that support the educational tips sheet.
- What is planned to be done until the next scrum meeting?
 - I plan to finalize the presentation summary content and complete the remaining visuals to ensure consistency with our other awareness materials. I will also review the full presentation for flow and clarity.
- 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 shared the updated mitigation documentation and summary report with the team. I reviewed the initial feedback and noted a few areas where clarification or minor revisions may be helpful.

- What is planned to be done until the next scrum meeting?
 - I plan to address the feedback by revising sections that need clearer explanations and double-checking that all mitigations remain properly linked to the corresponding threats in the risk assessment.
- 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