

Daily Scrum Meeting Minutes:

Date: 11/23/2025

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

Start time: 10:20pm

End time: 10:40 pm

Sprint 6, Day 9

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I revised the flyer based on my teams feedback and improved readability and visual emphasis. I also completed the consistency check and made sure all the prevention points are aligned with our risks and controls.
- What is planned to be done until the next scrum meeting?
 - I plan to meet with my team for the retrospective meeting and review. We are moving onto our last sprint on Monday.
- 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 presentation summary by improving the flow of the information and adjusting the wording for clarity. I finalized several visuals and adjusted them to better align with the educational tips content.
- What is planned to be done until the next scrum meeting?
 - I plan to complete the remaining visual elements and conduct a final review of the educational tips section to ensure consistency in formatting and tone. I also plan on presenting the finalized document to my team to get 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 completed the revisions based on the team's feedback. I clarified the sections that needed more detail and verified that every mitigation strategy is properly linked back to the corresponding threat and risk level in the risk assessment.
- What is planned to be done until the next scrum meeting?

- As this is the last entry for the sprint, no additional work is planned until the start of the next sprint.
- 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?
 - Each slide is meticulously aligned with the project's learning outcomes, ensuring that the presentation effectively showcases the necessary competencies.
- What is planned to be done until the next scrum meeting?
 - To ensure smooth presentation, I intend to create a slideshow export backup in both PDF and Powerpoint formats.
- What are the hurdles?
 - None for today