

Daily Scrum Meeting Minutes:

Date: 11/24/2025

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

Start time: 10:30 pm

End time: 10:45 pm

Sprint 7, Day 1

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - As a team we met for the Sprint 7 Planning and I got assigned two user stories, user story 25 and 28. I will begin reviewing and polishing the risk assessment.
- What is planned to be done until the next scrum meeting?
 - I plan to begin preparing the presentation slides for the presentation.
- 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?
 - My team and I met to complete the Planning Meeting for the new Sprint 7, and I got assigned User Story 25: Final Report Editing and User Story 28: Presentation Rehearsal.
- What is planned to be done until the next scrum meeting?
 - I plan to complete an initial review of the Risk Assessment document to get a clear understanding of its current structure, identify any areas that need editing, and to mark and take note of these sections.
- 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 this is the first meeting for sprint 7, I have been assigned user stories 27 and 28. I started reviewing the presentation outline to understand what areas may require rehearsal or refinement.
- What is planned to be done until the next scrum meeting?
 - I plan to begin organizing the deliverables into their final structure, and outline what materials will be needed for the presentation rehearsal.
- 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