

Daily Scrum Meeting Minutes:

Date: 11/25/2025

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

Start time: 9:15 pm

End time: 9:30 pm

Sprint 7, Day 2

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I began working on User Story 25. I reviewed the full Risk Assessment and marked all sections with spelling, grammar, and formatting inconsistencies. I also identified any sections that didn't flow that well, noting down where we should rephrase.
- What is planned to be done until the next scrum meeting?
 - I plan to start polishing the Risk Assessment. If time allows, I will begin reviewing the presentation section I am assigned.
- 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?
 - I completed my initial review of the Risk Assessment Document and gained a clear understanding of its current structure, identifying areas that need editing, and took note of the sections
- What is planned to be done until the next scrum meeting?
 - I plan to start implementing the edits I identified by correcting grammar, refining sentence structure, and improving overall readability. Also, I will begin familiarizing myself with the presentation content by reviewing slides and key talking points.
- 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 started organizing the project deliverables and reviewed the main documents to make sure they are up to date. I also began noting what content should be highlighted in the presentation.
- What is planned to be done until the next scrum meeting?

- I plan to continue organizing and refining the deliverables, and start outlining key points to use during 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?
 - Improved slides layouts achieve visual balance by ensuring that text, images, and graphs are spaced and coordinated.
- What is planned to be done until the next scrum meeting?
 - I intend to conduct a peer review session at the last minute to gather suggestions before finalizing the alideshow.
- What are the hurdles?
 - None for today