

Daily Scrum Meeting Minutes:

Date: 11/26/2025

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

Start time: 10:45 pm

End time: 11:00 pm

Sprint 7, Day 3

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I continued working on User Story 25 by polishing the Risk Assessment section. I edited different areas for grammar and flow and corrected formatting consistencies. I also finalized the structure for the rewritten parts that needed clearer explanations.
- What is planned to be done until the next scrum meeting?
 - I plan to continue refining the Risk Assessment until it is fully polished and ready for the team review. Once the edits are complete, I will begin reviewing my assigned portion of the final presentation so i can prepare for rehearsal later in the sprint.
- 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 began implementing the edits I identified by correcting grammar, refining sentences? and improving the structure and readability, I also began to familiarize myself with the presentation content by reviewing the layout.
- What is planned to be done until the next scrum meeting?
 - I plan to continue editing the Risk Assessment Document by focusing on formatting consistency and ensuring smooth transitions between sections. I will also start practicing the presentation delivery and timing.
- 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 continued organizing the project deliverables and made minor edits to ensure they are ready for submission. I also started outlining key points for the presentation.

- What is planned to be done until the next scrum meeting?
 - I plan to keep refining the deliverables as needed, and continue developing the presentation outline.
- 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 slideshow.
- What are the hurdles?
 - None for today