

Daily Scrum Meeting Minutes:

Date: 11/30/2025

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

Start time: 11:30pm

End time: 11:50pm

Sprint 7, Day 4

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I refined the details of the Risk Assessment and it is ready for team review. I also finalized reviewing my assigned portion of the final presentation.
- What is planned to be done until the next scrum meeting?
 - I plan to continue rehearsing my part for the presentation. I will also make last-minute tweaks to the poster to submit by the next meeting.
- 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 finalized the edits needed to be completed for the Risk Assessment document. I also began practicing my assigned section for the presentation for the following week.
- What is planned to be done until the next scrum meeting?
 - I plan to make last minute adjustments to the poster before we submit it for printing. I also will continue preparing my presentation and any questions we may be asked.
- 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 have continued refining the project deliverables and reviewed them for consistency and completeness.
- What is planned to be done until the next scrum meeting?
 - I plan to make any edits needed to the deliverables and work on 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