

Daily Scrum Meeting Minutes:

Date: 12/01/2025

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

Start time: 11:00 pm

End time: 11:25 pm

Sprint 7, Day 5

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I continued rehearsing my part for the presentation. I made last minute tweaks to the poster and submitted for grading.
- What is planned to be done until the next scrum meeting?
 - Finalize any tweaks for the project documentation. I also plan to continue rehearsing for the presentation on Friday.
- 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 completed the remaining edits to the poster and reviewed it one final time for clarity before submitting it for printing. I also continued to practice my part for the presentation.
- What is planned to be done until the next scrum meeting?
 - I plan to continue working on my section for the presentation and ensure the pacing and language runs smoothly. I also plan on continuing to review the project documentation and make any edits needed for clarity and consistency.
- 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 made additional edits to the project deliverables to improve clarity and organization.
- What is planned to be done until the next scrum meeting?
 - I plan to finalize the structure of the presentation outline, and do a quick pass over the deliverables to ensure they align with what will be presented.
- 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?
 - The slideshow underwent testing on various screen devices and sizes to ensure its optimal format and compatibility.
- What is planned to be done until the next scrum meeting?
 - I intend to enhance the conclusion slide by providing a concise summary of the key points and the next steps for the audience.
- What are the hurdles?
 - None for today