

Daily Scrum Meeting Minutes:

Date: 12/04/2025

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

Start time: 12:30pm

End time: 12:40pm

Sprint 7, Day 6

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - We finalized our last adjustments for the project documentation and submitted our information to the showcase website.
- What is planned to be done until the next scrum meeting?
 - I rehearsed my part for the presentation coming up on Friday. We will meet as a team to rehearse as a group.
- 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 continued practicing my part for the presentation. I also reviewed the project documentation and made edits for clarity.
- What is planned to be done until the next scrum meeting?
 - I plan to meet with my team to rehearse our presentation together. Also, research what questions we may be asked to be prepared.
- 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?
 - I made additional edits to the project deliverables to improve clarity and organization. I also finalized the structure of our presentation.
- What is planned to be done until the next scrum meeting?
 - I plan to meet with my team to practice for the showcase presentation.
- 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?
 - I enhanced the conclusion slide by providing a concise summary of the key points and the future work for the audience.
- What is planned to be done until the next scrum meeting?
 - I intend to meet with my team to a final rehearsal for the presentation on Friday.
- What are the hurdles?
 - None for today