Sprint Planning

## Know the end from the beginning

* When the sprint ends
  + 11/14
* How many hours you have to work on this project this sprint
  + 7 hrs/person
* Who is going to be here on what days (vacation / other class priorities)
  + Andre:
    - Available MWF after 5, TTh after 2:30
    - Available any time remote after 2
  + Emily:
    - Available after 2pm on weekdays
  + Karl:
    - Available after 3:30pm M/W, after 11 T/Th and before 5 Fri
  + Maris:
    - Available after 3pm on weekdays (Th after 5)
* Pick a metric to evaluate each other on during the retrospective
  + Story points
* For sprints 2 & 3: List 1 item from your retrospective that you said you were going to do better at that you are going to focus on this sprint.
  + Push + pull more often
* Assign a ScrumMaster for this sprint
  + List all team members on this document (indicate who was not here)
    - Andre
    - Emily (Scrum Master)
    - Karl
    - Maris

## Fill out details for each story

* Make sure all previous stories in the “Done” column are archived in your GitHub project
* Each story that you bring in has a description with:
  + Size estimate by the team
    - Small (< 1 day)
    - Medium (1 day)
    - Large (2 days)
    - Any larger than this should be broken down into smaller tasks
  + Description of what is in scope, what’s out of scope
  + Acceptance criteria in the description stating what it will look like when it’s done
  + Tasks that will be accomplished to complete the story
    - These tasks can be created in the GitHub project as notes (but then convert them to issues so that you can assign a person)
    - Assign a size estimate to each task (S, M, L)
* Stories and tasks should not be assigned to a specific person (unless carrying over from a previous sprint)

## Artifacts

* Stories / tasks are created and on the sprint backlog
* Create a spreadsheet graph for burndown by totaling up the size estimates and setting that as your amount of work left to do. (commit and push to /docs/planning/SprintXBurndown.xlsx)
* Sprint planning document (with the top section information to /docs/planning/SprintX.docx)
  + Attach a screenshot of your Sprint Backlog after planning

