

Meeting Minutes



Sprint Planning 5 November 2020

Meeting took place on 5/11/20 @ 11am (Zoom & hangout) finished 12.30

Team member	Present	Apols	Absent	Guests in attendance
Maclan Rowley*	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Malachi Loveridge	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Steve Griffiths 🏴󠁧󠁢󠁥󠁮󠁧󠁿	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Yusif Adul-Nabi	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Ali Khan	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Product owner: Bob Champion	🕒x2	<input type="checkbox"/>	<input type="checkbox"/>	

* This week's scrum master 🏴󠁧󠁢󠁥󠁮󠁧󠁿 Chairperson (scrum master and chair are rotated every fortnight) 🕒 Part time

Dear All,

Please review the minutes of our recent meeting. Pay particular attention to the action points, especially those attributed to you. You should make sure you bring information about your progress to the next scheduled meeting. Where possible all action points should be closed off before then. If there are errors in the minutes they should be raised at the next meeting under agenda item Matters Arising. This is also the item where progress on actions is reported.

No.	Minutes (sections should be headed in accordance with agenda items)	Action by (include deadline where possible)
	Matters Arising This is the first sprint planning meeting	
1	Changes to the product roadmap Not discussed	
2	Changes to the initial product backlog We began by discussing how to proceed given that we have team members missing. The three present and Malachi have updated the skills matrix. We decided to allocate Malachi & Ali tasks but we are working blind in Ali's case. We next talked about version control (Git and Github) and Agile project management (Jira) and identified a training/knowledge transfer need for Yusif. We have assumed that Malachi and Ali have the same training need. We started to review the product backlog when Bob joined us. He advised that the training needs aren't a feature, shouldn't be an epic and should appear as a task that will require the learning and knowledge transfer in order for its	Ali, Malachi & Yusif to get up to speed with Git, Github & Jira (20/11/20)

	acceptance criteria to be met. Bob told us to simplify the user stories and to focus on the acceptance criteria. Bob left. We refined the Product Backlog (see attached v2).	
3	Our skills matrix Covered above	Ali to complete the skills matrix (12/11/20)
4	Our plan for sprint#1 We decided to only include two user stories because we have no idea of our story velocity and we have a depleted team. We agreed on the tasks for each story, estimated the required effort using T-shirt sizes and considered their value, before allocating the work to team members. We also applied the INVEST criteria to our chosen stories. Bob rejoined us and agreed the plan in principle. (See attached sprint backlog)	Bob to approve groomed product backlog and sprint plan
5	Possible technology stack Not discussed other than to decide to only use vanilla JavaScript for this sprint. We also discussed the need for middleware to access the public APIs. Steve intends to use Node and Express, Malachi has used Express before as well.	Steve to organise separate meeting to discuss
6	Training Discussed above	
7	Scrum master and chair Not discussed	Everyone to agree at technology stack meeting
	Any other business Next sprint meeting is the retrospective on 20/11/20 @ 11am	

Meeting minutes prepared by Steve Griffiths

Sign off	Product owner name	Signature	Date
Comments			