**Meetings**

**1 – Sprint Demo Prep**

**When:** Tue 2/13/2018 1:00p - 1:30p

**Where:** EDM Admin Edmonton Calgary (Flr 5 Max 24)

**Notes:** POs will be prepping the demo, before the demo make sure that all the demo entries are there for the cards that are done. If the card is done and there is no demo VEST

**2 – Sprint Demo**

**When:** Tue 2/13/2018 1:30p - 2:30p

**Where:** EDM Admin Edmonton Calgary (Flr 5 Max 24)

**Notes:** announce the velocity

**3 – Sprint Retro**

**When:** Tue 2/13/2018 2:30p - 3:30p

**Where:** EDM Admin Edmonton Calgary (Flr 5 Max 24)

Sprint working agreement: <https://albertamotorassociation.atlassian.net/wiki/spaces/WRBT/pages/320897027/Sprint+Team+Working+Agreement>

**Notes:**

* Be prepared. Pick the one top thing that you liked in the sprint. Pick the one top thing that you'd like to change, come prepared with an idea for how to make it better.
* We are aiming for a 30 minute retro. If some of the conversation needs more time, we can follow up with the team afterwards.
* Do the same format as before sticky notes and voting. After the items are on the board read them and let people vote. Reorder the items and discuss them. An action item should come out of each item if possible: 1 - something new to try or 2- something that is not working to change.

Ruben Retro Item: we should try to get a review if we are going to jump out of a card.

**4 – Sprint Backlog Refinement**

**When:** Wed 2/14/2018 10:00a - 11:00a

**Where:** EDM Admin Edmonton Calgary (Flr 5 Max 24)

**Notes:**

* Bring the cards that are still on the board in order. If possible ask each team member that is on the card how much the estimate to be left on the card (put it on sticky)
* Pos will discuss their cards and added to the backlog. Then they will fight for priority.

**5 – Sprint Planning**

**When:** Tue 2/14/2018 11:00a - 12:00p

**Where:** EDM Admin Edmonton Calgary (Flr 5 Max 24)

**Notes:**

* I want to try a new format for estimation. I would like to for each card the PO to discuss over. When the discussion finish or during the discussion I would like task cards to get created. Once devs agree that all the task cards contain all the card work/AC then estimate the card.