**Sprint Planning Meeting Minutes - Sprint 1**

Attendees: Eric Fernandez,Oscar A Yannelli

Date: 05/26/2017

Start time: 7:30 PM

End time: 9:30 PM

After discussion, the velocity of the team were estimated to be X.

-Cannot be evaluated yet, we haven’t get started with development. Still on the process of reviewing documentation, getting familiar with current solution and with the customer requirements

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

-PO haven’t choose particular stories yet. On initial meeting PO had determined which stories are critical toward the app beta version. We will propose to him which of the critical stories can be completed in shortest time to be allocated on the next sprint planning meeting.

The team members indicated their willingness to work on the following user stories.

* Oscar A Yannelli
* Not determined yet
* Eric Fernandez
* Not determined yet

**Sprint Planning Meeting Minutes - Sprint 2**

Attendees: Eric Fernandez,Oscar A Yannelli

Date: 06/09/2017

Start time: 7:30 PM

End time: 9:30 PM

After discussion, the velocity of the team were estimated to be X.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

* **User Story 244: Add User Logs**
* **User Story 245: Archive Documents**
* **User Story 233: Add Document Confirmation**

The team members indicated their willingness to work on the following user stories.

* Oscar A Yannelli
* User Story **244: Add User Logs**
* Eric Fernandez
* User story **233: Add Document Confirmation**

**Sprint Planning Meeting Minutes - Sprint 3**

Attendees: Eric Fernandez,Oscar A Yannelli

Date: 06/23/2017

Start time: 7:30 PM

End time: 9:30 PM

After discussion, the velocity of the team were estimated to be 2 stories per sprint, assuming long complex stories. We may be able to complete more than 2 stories if the amount of work required is moderate.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

* **User Story 245: Archive Documents**
* **User Story 273: Add Description field to document upload screen and also to officer’s document view.**
* **User Story 274: Add upload document confirmation**
* **User Story 275: Add column to Supervisor Documents grid that shows whether the document is active or archived.**
* **User Story 276: Fix Supervisor document edit screen that is not working.**
* **User Story 277: Display all documents on Logs grid. Add columns status, start date/time, end date/time and duration time.**

The team members indicated their willingness to work on the following user stories.

* Oscar A Yannelli
* **User Story 245: Archive Documents (30%)**
* **User Story 273: Add Description field to document upload screen and also to officer’s document view.**
* **User Story 274: Add upload document confirmation**
* **User Story 275: Add column to Supervisor Documents grid that shows whether the document is active or archived.**
* Eric Fernandez
* **User Story 245: Archive Documents (70%)**
* **User Story 276: Fix Supervisor document edit screen that is not working.**
* **User Story 277: Display all documents on Logs grid. Add columns status, start date/time, end date/time and duration time.**

**Sprint Planning Meeting Minutes - Sprint 4**

Attendees: Eric Fernandez,Oscar A Yannelli

Date: 07/07/2017

Start time: 7:30 PM

End time: 9:30 PM

After discussion, the velocity of the team were estimated to be 6 stories per sprint, we managed to triplicate the number of completed stories on the last sprint in comparison to the previous one, we went from 2 stories on Sprint 3 to 6 stories on sprint 4.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

* **Doesn’t apply. We have already finish up all code required and will start working on school requirements such as Posters, Presentations and Final Document.**

The team members indicated their willingness to work on the following user stories.

* Oscar A Yannelli
* **Doesn’t apply. We have already finish up all code required and will start working on school requirements such as Posters, Presentations and Final Document.**
* Eric Fernandez
* **Doesn’t apply. We have already finish up all code required and will start working on school requirements such as Posters, Presentations and Final Document.**