Sprint 1 Planning Minutes

# Sprint Goal

The main goal of this sprint is to elicit initial requirements specifications about the application’s intended purpose as well as conduct initial research into the application domain and potential implementation strategies.

# Epics to be Delivered

* Starting the research epic
* Starting the documentation epic

# Scope of Work Clarification

Each research task is complete when the team member who is assigned to the task determines that they have obtained the information that the task was created for. Each documentation task is complete when it has been uploaded to Canvas.

# Key Risks & Concerns

There are no potential issues that could come up besides the team not being able to collaborate on documentation deliverables. To solve this issue, the team will create a spreadsheet to determine when each member is available to meet so that zoom meetings can be scheduled.

# Notes & Takeaways

None of the development team members have extensive knowledge of the application domain, so a lot of research will have to take place in order for any implementation effort to commence.

# Take Action

All team members will have some kind of research artifact finished before the sprint ends.

# Follow-Up

The team will contribute to daily standups to share their progress.