Project Sprint Planning Notes

Team: **Group-P08-03**

Sprint: **0**

Date: **August 8, 2024**

Attended:

Scrum Master: Yoan-Mario Hristov

Product Owner: Jyoti Kundu

Development team: Chee Kin Go, Edward Lim Padmajaya, Evelyn Lie, and Frandom Leo Inovejas

1. Goal

We aim to build the foundation of our project, which includes defining user stories and acceptance criteria, designing our UI and architecture, and creating an SRS document.

## Duration of the sprint: ~3 weeks

1. What is the team’s vision for this sprint?
2. **Create user stories for functional and non-functional requirements**

**Reason:** To ensure that the team has a comprehensive understanding of what needs to be developed and can prioritize tasks effectively.

1. **Create UI for user stories**

**Reason:** To ensure that the application’s design aligns with the requirements and is consistent before development begins.

1. **Upload all Meeting Minutes documents to repository**  
   **Reason:** To track progress, understand decisions made, and maintain transparency throughout the project.  
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2. **Upload Sprint Planning document to repository**

**Reason:** To create a plan so the team can stay aligned on objectives and ensures that everyone is aware of what is expected during the sprint.

1. **Upload Sprint Retrospective and Sprint Review document to repository**

**Reason:** To help the team learn from experiences and adjust for future sprints.

1. **Create Software Requirement Specifications (SRS) and Upload to repository**

**Reason:** To serve as a formal agreement between stakeholders and the development team and ensure all requirements are clearly defined and agreed.

1. **Create Acceptance Criteria (Test Cases) for all user stories**

**Reason:** To create clear expectations for testing and ensures that each feature is validated against the agreed conditions.

1. **Create Definition of Done (DoD) for all user stories**  
   **Reason:** To be consistent in what makes feature complete, helps to maintain quality and completeness across the project.
2. Estimation in story points
3. **Create user stories for functional and non-functional requirements** (3 story points)

**Justification:** Requires input from stakeholders and the development team and involves detailed analysis and discussion.

1. **Create UI for user stories** (5 story points)  
   **Justification:** Requires big effort for a user-friendly and functional design.
2. **Upload all Meeting Minutes documents to repository** (1 story point)  
   **Justification:** Straight-forward task  
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3. **Upload Sprint Planning document to repository** (1 story point)  
   **Justification:** Straight-forward task  
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4. **Upload Sprint Retrospective and Sprint Review document to repository** (1 story point)  
   **Justification:** Straight-forward task  
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5. **Create Software Requirement Specifications (SRS)** (8 story points)  
   **Justification:** Requires extensive effort to research and accurately document detailed requirements.  
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6. **Create Acceptance Criteria (Test Cases) for all user stories** (5 story points)  
   **Justification:** Takes a considerable effort to create detailed acceptance criteria and test cases.  
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7. **Create Definition of Done (DoD) for all user stories** (1 story point)  
   **Justification:** Most user stories have a similar DoD