

# Sprint Planning

## Know the end from the beginning

- When the sprint ends
  - Oct 15
- How many hours you have to work on this project this sprint
  - 18-20
- Who is going to be here on what days (vacation / other class priorities)
  - Everyone's here.
- Pick a metric to evaluate each other on during the retrospective
- For sprints 2 & 3: List 1 item from your retrospective that you said you were going to do better at that you are going to focus on this sprint.
- Assign a ScrumMaster for this sprint
  - List all team members on this document (indicate who was not here)
    - Andrew Wilkinson - Scrum Master
    - Kyle McMullin
    - Abbey Allen
    - Hamilton Hardy

## Fill out details for each story

- Make sure all previous stories in the "Done" column are archived in your GitHub project
- Each story that you bring in has a description with:
  - Size estimate by the team
    - Small (< 1 day)
    - Medium (1 day)
    - Large (2 days)
    - Any larger than this should be broken down into smaller tasks
  - Description of what is in scope, what's out of scope
  - Acceptance criteria in the description stating what it will look like when it's done
  - Tasks that will be accomplished to complete the story
    - These tasks can be created in the GitHub project as notes (but then convert them to issues so that you can assign a person)
    - Assign a size estimate to each task (S, M, L)
- Stories and tasks should not be assigned to a specific person (unless carrying over from a previous sprint)

## Artifacts

- Stories / tasks are created and on the sprint backlog
- Create a spreadsheet graph for burndown by totaling up the size estimates and setting that as your amount of work left to do. (commit and push to /docs/planning/SprintXBurndown.xlsx)
- Sprint planning document (with the top section information to /docs/planning/SprintX.docx)
  - Attach a screenshot of your Sprint Backlog after planning