Sprint Planning Milestone 1 Sprint 1

**Dates:**

February 13 - February 27

**Goal Hours:**

Work on 25 hours this sprint, optional more if time is available

**Availability:**

Max - M-F both weeks

Jared - M-F both weeks

Chase - M-F both weeks

Satchell - M-F both weeks

**Metric of Evaluation:**

Based on Story Points and asking questions if it takes longer than expected to work through

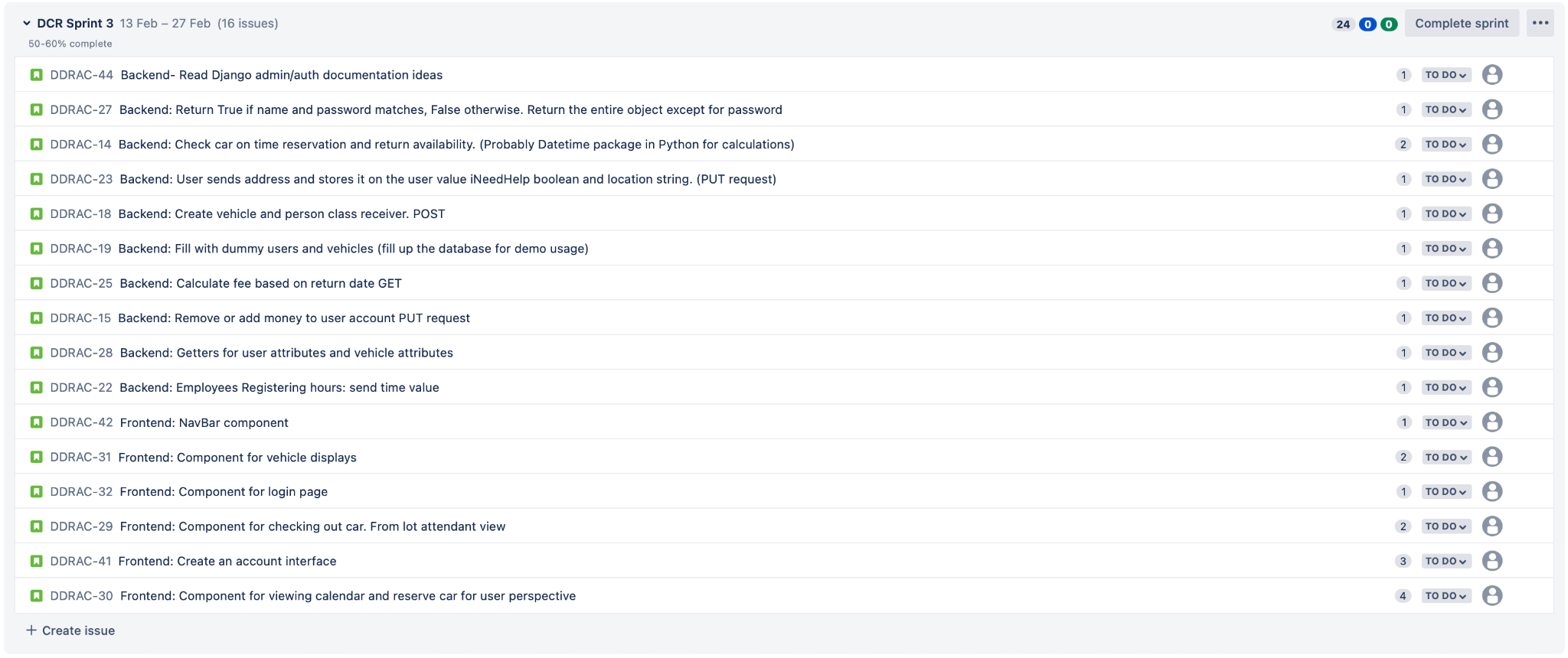
**Item From Past Retrospective to Focus On:**

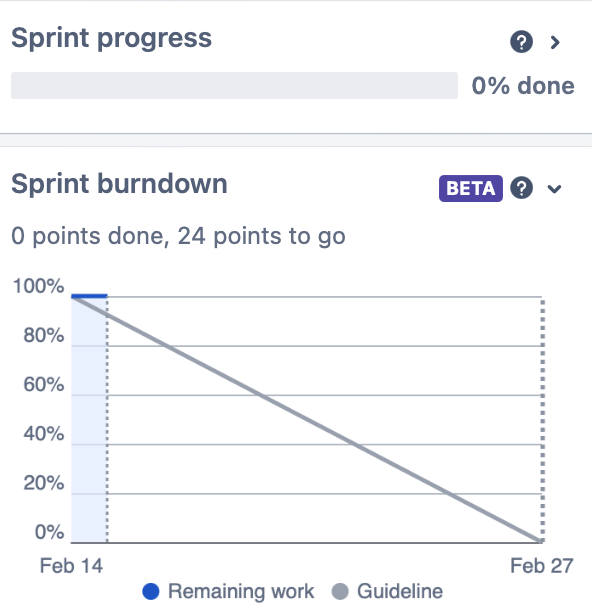
Daily check of GitHub for pull request approvals

**Scrum Master:**

Max Edwards

**Sprint Task Board Screenshot:**

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**Current Burndown Chart Screenshot:**

## Know the end from the beginning

* When the sprint ends
* How many hours you have to work on this project this sprint
* Who is going to be here on what days (vacation / other class priorities)
* 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)

## 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