**Sprint Planning Meeting**

Sprint Planning Meeting Document for Zocdoc Case Study

1. Meeting Details

* Date: 09-05-2024
* Time: 10:30 am
* Duration: 1 hour
* Location: Teams meeting
* Attendees: Product Owner, Scrum Master, Development Team, QA Team

2. Sprint Overview

* Sprint Goal: Successfully onboard five new doctors onto the Zocdoc platform, including profile creation, appointment scheduling, and review functionalities.
* Sprint Duration: 2 weeks

3. Backlog Review

* Items to Discuss:
  + User stories related to doctor onboarding
  + Testing and QA requirements
  + Any dependencies or blockers
* Priority Items:
  + Profile setup for each doctor
  + Appointment scheduling feature
  + Patient review and rating system
  + Search functionality integration

4. Task Estimation

* + Create profiles for 5 doctors: [Estimated Story Points]
  + Implement appointment scheduling: [Estimated Story Points]
  + Integrate patient reviews: [Estimated Story Points]
  + Update search functionality: [Estimated Story Points]

5. Team Capacity

* Team Members: 9 members
* Availability: All are available
* Total Capacity Calculation: 100 hours

6. Sprint Commitments

* Commitment Level: [e.g., 100% of capacity]

7. Action Items

* Assign responsibilities for each selected backlog item.
* Establish communication channels for any blockers during the sprint.
* Schedule daily stand-ups to monitor progress.

8. Review and Retrospective Planning

* Sprint Review Date: 09-18-2024
* Sprint Retrospective Date: 09-30-2024

9. Notes and Additional Considerations