

Sprint 1 Planning

Date: Aug 23, 2021

Time: 12:00 pm - 1:30 pm

Attendees:

Bojing Zhou [Bojing Zhou](#) ,
Felipe Ramos Morales [Felipe Ramos Morales](#) ,
Shiqi Zhang [Shiqi ZHANG](#) ,
Xiaoyu Zhang [XIAOYU ZHANG](#) ,
Ziqi Meng [Ziqi Meng](#)

Agenda Items

1. Confirm the start date and the end date of the first sprint

- Decision(s) made:
 - The start date of the first sprint is 23/08/2021
 - The end date of the first sprint is 19/09/2021

2. Determine the sprint goal and what can be done in this sprint

- Key discussion points:
 - The main purpose of this sprint
 - Go through the product backlog and identify what user story items match the sprint goal
 - Identify which items could be done in this sprint according to priority and relative implementation difficulty
 - Estimate the time or effort it will take to complete each item
 - List out the items that we're planning to deliver in this sprint
- Decision(s) made:
 - All the selected product backlog items are shown in the [Sprint 1 Backlog](#)

3. Breakdown the selected backlog items into smaller tasks and assign tasks to each team member

- Key discussion points:
 - The granularity of each item being divided
 - List out the detailed sprint backlog with smaller tasks
 - Estimate the availability and capacity of team members
 - Assign tasks to each member according to their availability and capacity
- Decision(s) made:
 - The detailed sprint backlog and the assigned tasks of each team member are shown in the [Sprint 1 Backlog](#)

4. Weekly meeting time

- Key discussion points:
 - The available time for each team member
 - The appropriate time point for the progress check
- Decision(s) made:
 - Weekly meeting: 12:00 pm - 1:00 pm, every Monday