**THURS-10.30-3**

**Meeting Minutes**

**Sprint Planning Meeting**

**Meeting No: 17**

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| --- | --- |
| **Date:** | 24th September 2020 |
| **Time:** | 11:00am |
| **Venue:** | MS Teams |
| **Attendees:** | SangYeon Lee |
|  | Mitchell Gust |
|  | David Brown |
|  |  |
| **Apologies:** |  |
| **Copy To:** | Sachin Pathiyan Cherumanal |

**Agenda**

1. **Sprint Planning**

**Sprint Duration:** 2 Weeks (Due October 14)

=> Understanding Milestone 3 Requirements

=> Starts on the 5th October?

=> **No**. **The Sprint starts immediately.** It is only locked until October 5th as this is the earliest time you can submit from.

=> “BONUS +10% for use of the Configuration Management tool of

Kubernetes.” - M3 Process and Tools Rubric

1. **Set Next Meeting Goal (27th September)**

=> Grasp understanding of new environment

=> Sprint Planning Documentation Complete

=> Sprint Backlog Item Documentation is Updated

**Issues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Issue** | **Discussion** | **Action** | **Member** |
| **1** | Clashing Documents of the same name on Google Drive | Discuss Solution / Benefits / Negatives | Only store one version of each type of document.  **24th September**  For future place files in the submission folder only after the sprint is complete. | Mitchell Gust |
| **2** |  |  |  |  |
| **3** |  |  |  |  |