

## **4/8 Sprint Planning Meeting Minutes**

**Attendees:** Shreya, Anthony, Catherine, Jeremy, Stephanie

**Absent:** None

**Date:** 4/08/20

### **Agenda Items**

1. Prepare sprint backlog
2. Ask Sachin questions regarding Trello configuration and what Teams channel to use
3. Discuss requirements for Week 3 Progress Marks

### **Discussion Summary**

- Played scrum poker to evaluate effort for user stories
- Displayed criteria for Week 3 Progress Marks to Sachin
- Next meeting Wednesday at 6:00pm

### **Tasks to be Completed**

- Finish Scrum Poker to decide effort
- Remove 'current sprint' card and add 'sprint backlog' card in trello
- Put user stories on Trello
- Add Sachin to Team channel
- Complete Sprint planning, product backlog and sprint backlog for next week
- Complete acceptance tests for next week
- Discuss Scrum meeting - What you did, what you will do