**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