TR Sunshine

Sprint Planning Meeting 11/02

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**11 FEB 2021 / 10:00 AM / REMOTE VIA** [**ZOOM**](https://us04web.zoom.us/j/72357989273?pwd=b0pzdGVhR05NWmk2YmRJSkxWSjJ3UT09)

# ATTENDEES

Rachel, Alun, Miryam, and Rana

James, Ellie from 10.30am

# AGENDA

1. [Last Meeting follow up](https://docs.google.com/document/d/1pSWgxzd01I4EN_Xq1O8eDj-eBbqD3v8GaXGI9hV4K6k/edit)
2. Preparation for official sprint planning meeting with company

Checklist:

* 1. Who we are
  2. Who our team are
  3. What our project brief is
  4. What we've done over the past week (getting to know each other, immersion week, your first Responsive Design seminar etc)
  5. Project management tools and systems that your group will / or think you will use (such as JIRA, Trello, GitHub issues)
  6. Initial sketches of the application you might have created (low tech, pen and paper is fine!)
  7. Discuss and produce any Minimum Viable Product documentation (MVP) you have created around what will/will not be in your MVP
  8. Agree on the team processes and ways of working e.g following scrum or Kanban, arranging daily stand-ups, sharing people's availability.

1. Show MVP to Ellie & James
2. Questions/discussion with Ellie & James
3. Discuss wireframe
4. SCRUM - discuss roles
5. Next meeting - 4pm final run-through

# NOTES

ACTION ITEMS

# NEXT MEETING’S AGENDA