**Meeting:** Sprint 3 Planning Meeting 1

**Time:** 28.11.2013 12:45 – 12:50

**Place:** Haaga-Helia room 4014

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Markku | Product Owner | Availible |
| Alex Shkunov | Dev Team | 12:45 – 12:50 |
| Antti Marsio | Dev Team | 12:45 – 12:50 |
| Topi Asikainen | Dev Team | 12:45 – 12:50 |
| Daniel Freitas | Dev Team | 12:45 – 12:50 |
| Ksenia Aksenova | Dev Team | ABSENT |

**Purpose for the meeting:**

Create the timetable for the meetings during the sprint.

Create the sprint item backlog from product item backlog.

Create the goal for the sprint.

Time box for the meeting is max. 4 hours

**Purpose for the meeting (max 5 minutes)**

Scrum Master or a Development Team member explains shortly the purpose for the meeting.

**General rules for the sprint (max 25 minutes, HAAGA-HELIA only)**

Scrum Master or a Development Team member informs about the possible general rules for the sprint. General rules consider the starting time for the daily meetings, behavior in the meeting, Product Owner role etc.

**Timetable for the sprint**

|  |  |
| --- | --- |
| Sprint Planning Meeting 1 | 28.11.2013 12:45 – 12:50 |
| Sprint Planning Meeting 2 | 28.11.2013 12:50 – 13:30 |
| Daily Scrums | 12:30 - 12:45 |
| Sprint Review Meeting | 12.12.2013 14:00 – 14:50 |
| Sprint Retrospective Meeting | 12.12.2013 15:00 – 15:30 |

**Resources for the sprint**

Development Team Capacity: 2h in lab class + 1h at home \* 6 days

= 1 + 1 + 4\*3 + 2 = \*4 members = 64 hours

**Sprint backlog item list**

Items and resources for sprint item backlog:

<Marked to the Scrum tool (e.g. Excel sheet)>