**Meeting: Sprint 3 Planning Meeting 2**  
Time: 13.11.2013 12:50 – 13:30  
Place: HAAGA-HELIA room 4014

Attendees:

Alex Shkunov Team member (12:50 – 13:30)  
Antti Marsio Team member (12:50 – 13:30)  
Topi Asikainen Team member (12:50 – 13:30)

Daniel Freitas Team member (12:50 – 13:30)

Ksenia Aksenova Team member ABSENT

**Purpose for the meeting:**Create the Sprint Backlog (Task) from Product Backlog items selected for this Sprint.   
Have common agreement about the task list.  
Agree or remind about the Definition of Done for this sprint.  
Time box for the meeting is max. 4 hours.

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

Scrum Master explains shortly the purpose for the meeting.  
Note: Scrum Masters explanation is not necessary when the Scrum Team already knows the purpose for the meeting.

1. **Sprint’s Product Backlog items (max 10 minutes)**

One Development Team member informs about the Product Backlog items selected for this Sprint in Sprint Planning Meeting 1. She/he also reminds / finds the agreement for the Definition of Done.

1. **Sprint backlog item [number and name] (max. 15 minutes per one Sprint Backlog Item)**

All backlog items can be found in excel sheet 🡪 <http://myy.haaga-helia.fi/~a1203246/sprinto/>

1. **Goal for the Sprint (max 5 minutes)**

One Development Team Member reminds about the goal for the Sprint.

1. **Ending the meeting**

The meeting ended at 13:30