## **Know the end from the beginning**

* When the sprint ends - Oct 25
* How many hours you have to work on this project this sprint - 40 development hours
* Who is going to be here on what days (vacation / other class priorities) - Joey out of town fall break
* Pick a metric to evaluate each other on during the retrospective - ~10 hours for each person
* Assign a ScrumMaster for this sprint
  + Joey Carlisle
  + Isaak Johnson
  + Alex Beeston
  + Ben Taylor (Scrum Master)

## **Fill out the details for each story**

* Make sure all previous stories in the “Done” column are archived in your GitHub project
* Each story that you bring in has a description with:
  + - o Size estimate by the team
      * § Small (< 1 day)
      * § Medium (1 day)
      * § Large (2 days)
      * § Any larger than this should be broken down into smaller tasks
    - o Description of what is in scope, what’s out of scope
    - o Acceptance criteria in the description stating what it will look like when it’s done
    - o Tasks that will be accomplished to complete the story
      * § These tasks can be created in the GitHub project as notes (but then convert them to issues so that you can assign a person)
      * § Assign a size estimate to each task (S, M, L)
* Stories and tasks should not be assigned to a specific person (unless carrying over from a previous sprint)

## **Artifacts**

* Stories / tasks are created and on the sprint backlog
* Create a spreadsheet graph for burndown by totaling up the size estimates and setting that as your amount of work left to do. (commit and push to /docs/planning/SprintXBurndown.xlsx)
* Sprint planning document (with the top section information to /docs/planning/SprintX.docx)
  + - o Attach a screenshot of your Sprint Backlog after planning