Milestone 3 Sprint 1 Planning

## Know the end from the beginning

* When the sprint ends
  + (March 1, 2022)
* How many hours you have to work on this project this sprint (40 total hours for the team)
* Who is going to be here on what days (vacation / other class priorities)
  + Samuel won’t be here on Feb 22
* Pick a metric to evaluate each other on during the retrospective (Completed Tasks: S=1, M=2, L=4)
* For sprints 2 & 3: List 1 item from your retrospective that you said you were going to do better and that you are going to focus on this sprint.
* Assign a Scrum Master for this sprint
  + List all team members on this document (indicate who was not here)
  + Andrew Peterson
  + Xander Matheson - Scrum Master
  + Samuel Johnson
  + Tom Waite

## Fill out 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:
  + 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
  + Description of what is in scope, what’s out of scope
  + Acceptance criteria in the description stating what it will look like when it’s done
  + 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)
  + Attach a screenshot of your Sprint Backlog after planning

