Date: 04/04 - 2022

Next meeting: 08/04 - 2022

SPRINT PLANNING

Go over the product backlog.

Estimate time/effort for each user story.
- Velocity will be reviewed during the next meeting

Determine which stories should be worked on in the coming sprint.

Work distribution.
- Everyone is placed in Trello scrum board

Definitions of Done.
- All acceptance criterias are met
- Unit tests passed
- Passes team review
- Product owner accepts every user story
- Functional tests passed
- Non-functional tests passed

Postponed until Friday

SPRINT REVIEW

Process
1. What went well, and why?

2. How can we replicate that success in the next sprint?

3. What could have gone better, and why?

4. Is this issue preventable with a process adjustment?

5. How can we streamline and simplify our process to make it easier?

6. Does everyone fully understand our process?

Time

1. Were our original time estimates accurate?

Resources
1. Was the workload appropriate for the resources that we have?

2. Was work distributed evenly?