Sprint Planning 01: 9/17 - 9/27

Scrum Master: Sarah S.

[Product Backlog](#)

Sprint Planning:
- Sprint Cycle Interval: 9/17/23 - 9/27/23

- Team Capacity: 53 hours

    - Sarah S: 8 hours
    - Carine: 9 hours
    - Brandon: 8 hours
    - Jason: 8 hours
    - Sarah P: 10 hours
    - Kay: 10 hours

- Identify Work:
    - Revise Product Proposal for Approval
    - BRD: Goals
    - BRD: Values
    - BRD: Business Drivers
    - BRD: Process
    - BRD: Scope
    - BRD: User Type Behaviors
    - BRD: Product Behaviors
    - BRD: Phase 1 Feature Behaviors
    - BRD: Phase 2 Feature Behaviors
    - Team Review 1: Sprint 1 Documentation

- Assign Work:
    - Kay
        i. Revise Product Proposal for Approval (Original - 8 hrs)

- ○ Carine
    - i. BRD: Scope (Original - 1 hr)
    - ii. BRD: User Type Behaviors (Original - 4 hrs)
- ○ Brandon
    - i. BRD: Business Drivers (Original - 1 hr)
    - ii. BRD: Process (Original - 1 hr)
    - iii. Team Review 1: Sprint 1 Documentation (Original - 3 hrs) **Secondary
- ○ Sarah P.
    - i. BRD: Goals (Original - 1 hr)
    - ii. BRD: Values (Original - 1 hr)
    - iii. BRD: Phase 1 Features (Original - 8 hrs)
- ○ Jason
    - i. BRD: Phase 2 Features (Original - 4 hrs)
    - ii. BRD: Phase 1 Features (Original - 8 hrs) **Secondary
- ○ Sarah S.
    - i. Team Review 1: Sprint 1 Documentation (Original - 3 hrs)
    - ii. BRD: Product Behaviors (Orignal - 3 hrs)
    - iii. BRD: User Type Behaviors (Original - 4 hrs) **Secondary

- ● Task Breakdown:
    - ○ Kay
        - i. Revise Product Proposal for Approval (Original - 8 hrs)
            - ● Edit Features -   4 hrs
            - ● Edit Format -   2 hrs
            - ● Edit Other Sections -   2 hrs
                Total: 8 hrs
                EP: -2
    - ○ Carine
        - i. BRD: Scope (Original - 1 hr)
        - ii. BRD: User Type Behaviors (Original - 4 hrs)
                Total: 5 hrs
                EP: -5
    - ○ Brandon

i. BRD: Business Drivers (Original - 1 hr)
    ii. BRD: Process (Original - 1 hr)
            Total: 2 hrs
            EP: -6
- Sarah P.
    i. BRD: Goals (Original - 1 hr)
    ii. BRD: Values (Original - 1 hr)
    iii. BRD: Phase 1 Features (8 - hrs)
            Total: 10 hrs
            EP: 0
- Jason
    i. BRD: Phase 2 Features (Original - 4 hrs)
            Total: 4 hrs
            EP: -4
- Sarah S.
    i. Team Review 1: Sprint 1 Documentation (Original - 3 hrs)
    ii. BRD: Product Behaviors (Orignal - 2 hrs)
            Total: 5 hrs
            EP: -3

- Analyze:
    - Team Capacity: 53 hours
    - Work Item Time: 34 hours
    - Everyone has enough effort points to finish work items
    - Extra EP goes to secondary help