**Sprint Planning 01: 9/17 - 9/27**

**Scrum Master:** Sarah S.

[**Product Backlog**](https://docs.google.com/spreadsheets/d/14CtYsWztQH2jYRsjZ67OITACU2L9LIuyghS1eGJtPZY/edit?usp=drive_link)

**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
    1. Revise Product Proposal for Approval (Original - 8 hrs)
  + Carine
    1. BRD: Scope (Original - 1 hr)
    2. BRD: User Type Behaviors (Original - 4 hrs)
  + Brandon
    1. BRD: Business Drivers (Original - 1 hr)
    2. BRD: Process (Original - 1 hr)
    3. Team Review 1: Sprint 1 Documentation (Original - 3 hrs) \*\*Secondary
  + Sarah P.
    1. BRD: Goals (Original - 1 hr)
    2. BRD: Values (Original - 1 hr)
    3. BRD: Phase 1 Features (Original - 8 hrs)
  + Jason
    1. BRD: Phase 2 Features (Original - 4 hrs)
    2. BRD: Phase 1 Features (Original - 8 hrs) \*\*Secondary
  + Sarah S.
    1. Team Review 1: Sprint 1 Documentation (Original - 3 hrs)
    2. BRD: Product Behaviors (Orignal - 3 hrs)
    3. BRD: User Type Behaviors (Original - 4 hrs) \*\*Secondary
* Task Breakdown:
  + Kay
    1. 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
    1. BRD: Scope (Original - 1 hr)
    2. BRD: User Type Behaviors (Original - 4 hrs)

Total: 5 hrs

EP: -5

* + Brandon
    1. BRD: Business Drivers (Original - 1 hr)
    2. BRD: Process (Original - 1 hr)

Total: 2 hrs

EP: -6

* + Sarah P.
    1. BRD: Goals (Original - 1 hr)
    2. BRD: Values (Original - 1 hr)
    3. BRD: Phase 1 Features (8 - hrs)

Total: 10 hrs

EP: 0

* + Jason
    1. BRD: Phase 2 Features (Original - 4 hrs)

Total: 4 hrs

EP: -4

* + Sarah S.
    1. Team Review 1: Sprint 1 Documentation (Original - 3 hrs)
    2. 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