Chingu Voyage 49 – Tier 1 Team 02

Sprint 2 - Sprint Planning

horizontal line

**12 MAY 20**24 / 7:00 PM GMT +2 (Johannesburg)

# ATTENDEES

* Tolulope Dada
* Lithakazi Sikwana (Litha)
* Eslam Abdelhakem
* Isaac Abodunrin

# AGENDA

* Sprint 1 - Retrospective & Review
  + What went right?
    - Good communication & involvement
    - Succeeded in arranging and holding 2 meetings
  + What could be improved?
    - Stick with When2Meet for determining meeting availability
    - Completing daily scrums/stand ups
  + Changes to be made for Sprint #2
    - Submit updates/scrums daily
    - Combining both Sprint Planning and Sprint Retrospective meetings into a single meetings
    - Conducting meetings over the weekend using  When2Meet to coordinate in advance
* Sprint 2 - Sprint Planning
  + Outstanding Tasks
    - Complete the 2 documentations outstanding for Sprint
  + Sprint 1 Status
    - PR’s
      * None
  + Sprint #2 Plan
    - Sprint Planning process
      * Product Backlog
        + Team members are to make suggestions for user stories and features using the decision markdown
      * Daily Stand-Ups/Scrums
        + To be completed as voice-note or short text on Discord

# ACTION ITEMS

# ALL MEMBERS - No Deadline Set - Add user stories and features for Project Backlog to decision markdown