Sprint Planning

## Know the end from the beginning

* When the sprint ends
* How many hours you have to work on this project this sprint
* Who is going to be here on what days (vacation / other class priorities)
* Pick a metric to evaluate each other on during the retrospective
* For sprints 2 & 3: List 1 item from your retrospective that you said you were going to do better at that you are going to focus on this sprint.

## Each story brought into the sprint should have

* Title
* Size estimate by the team
* 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
  + Tasks should have an hour estimate
  + Tasks should be small enough that one person can complete it in 1-2 days
* 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
* Burndown chart is created and maintained by the Scrum Master
  + Identify the scrum master on this document along with all team members and who’s here and who’s not here