Sprint Planning Session

Title: Sprint Planning Session

Date: September 24, 2025

Time: 3:00 PM – 4:15 PM

Facilitator: Neha Verma

Recorder: Arjun Sen

Attendees:

Neha Verma (Scrum Master)

Arjun Sen (Project Coordinator)

Manish Gupta (Backend Developer)

Kavya Rao (Frontend Developer)

Rahul Desai (Database Administrator)

Sneha Kapoor (QA Engineer)

Agenda

Review completed work items from last sprint

Discuss story points and prioritization for upcoming sprint

Identify risks and dependencies

Plan sprint backlog and assignments

Key Discussion Points

Team successfully closed 90% of last sprint tasks, remaining work rolled over.

Backend improvements in caching strategy discussed, with Redis integration suggested.

Decisions Made

Sprint duration confirmed as two weeks (September 25 – October 8, 2025).

Redis integration to be tested in a dedicated staging environment first.

Action Items

Manish Gupta to set up Redis integration demo by September 29, 2025.

Kavya Rao to finalize Angular component refactoring by October 1, 2025.

Rahul Desai to conduct Oracle migration test run by October 3, 2025.

Sneha Kapoor to prepare regression test checklist before October 2, 2025.

Arjun Sen to update Jira board and share new sprint backlog by tomorrow.

Next Meeting

Date: September 30, 2025

Time: 10:00 AM – 11:00 AM

Focus: Midsprint checkin and risk mitigation updates