Sprint 1 Planning

## Know the end from the beginning

* When the sprint ends
  + **March 3rd, 2022**
* How many hours you have to work on this project this sprint
  + **Hagen:15, Jade: 18, Bennett: 11, Jake: 15**
  + **Total: 59 hours**
* Who is going to be here on what days (vacation / other class priorities)
  + **None**
* Pick a metric to evaluate each other on during the retrospective
  + **Individual tasks completed / individual tasks assigned**
  + **Retrospective: Individual tasks completed / total team tasks completed**
* Assign a ScrumMaster for this sprint
  + **Bennett DenBleyker- SCRUM MASTER**
  + **Hagen Larsen- developer**
  + **Jade Blunt - developer**
  + **Jake Haight - developer**

## Fill out details for each story

* Make sure all previous stories in the “Done” column are archived in your GitHub project
  + **Milestone 3 is a separate project, so we did not archive anything. Future done stories will be archived when we enter new sprints**
* Each story that you bring in has a description with:
  + Size estimate by the team
    - **Estimate in half hour increments of time to complete in the comment of the issue**
  + 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
    - **Description will include what requirements need to be met from the requirements definition document for the issue to be moved to the done state**
  + Tasks that will be accomplished to complete the story
    - **These tasks can be created in the GitHub project as notes (but then convert them to issues so that you can assign a person)**
    - **Assign a size estimate to each task**
    - **When an issue is completed, the issue comment will be updated to also state how long it took to actually complete the task**
* Stories and tasks should not be assigned to a specific person (unless carrying over from a previous sprint)
  + **Tasks are not assigned until moved into the in-progress state**

## Artifacts

* Stories / tasks are created and on the sprint backlog
* Create a spreadsheet graph for burndown by totaling up the size estimates and setting that as your amount of work left to do. (commit and push to /docs/planning/SprintXBurndown.xlsx)
* Sprint planning document (with the top section information to /docs/planning/SprintX.docx)
  + **Attach a screenshot of your Sprint Backlog after planning:A screenshot of a computer screen

    Description automatically generated with medium confidenceGraphical user interface, application

    Description automatically generatedA screenshot of a computer screen

    Description automatically generated with medium confidence**