SCRUM MEETING WEEK (1)

**:white_check_mark: Sprint planning checklist**

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| **Preparation** | **Meeting** | **Follow up** |
| * Complete use case diagram * Create team information and team agreement reports. * Setup Git repo * Create a folder for scrum meetings and sprint backlogs | * ​​Discuss important features. * Plan out a use case diagram | * ​​Update sprint backlog |

**:busts_in_silhouette: Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​Gavin Ashworth | ​​Scrum Master |
| Nick Haydu | Dev |
| Imoudu Ibrahim | Dev |
| Preston Melvin | Dev |

** Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | ​​None |
| **Issues completed** | ​​None |
| **Issues left** | None |
| **Team Capacity** | 4 |
| **Summary** | ​​There was no previous sprint meeting |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​Jan 29th |
| **End date** | Jan 29th |
| **Sprint theme** | Planning Framework |
| **Team capacity** | 4 |
| **Issues capacity** | 4 |
| **Individual capacity** | Gavin: Create team information and team agreement report.  Nick: Create a use case diagram.  Imoudu: Set up Git repo and create sprint backlogs.  Preston: Create a folder for scrum meetings and fill it with meeting templates |
| **Potential risks** | NA |
| **Mitigations** | NA |