Sprint 2 Planning Minutes

Date: 17/08/2018

Time Duration: 2 hours

Meeting Type: Skype Meeting

Members Attend: Janith Ronaka
                       Bhanuka Hingalagoda
                       Dineth Lahiru
                       Tharushan Rathnaweera

Meeting Purpose: Plan the tasks for the sprint 2
                       Prepare full backlog with the tasks in task allocation document

Prepared By: G.D.Janith Ronaka

Minutes:

We started the planning meeting around 10 PM. Since we submit the task allocation on that day all the tasks have been documented in the TA excel sheet. We only have to create epics and add tasks into those epics in Jira backlog. That was bit time consuming because we have to add the attributes such as estimate time allocation, assignee, relevant labels and link epics to all the tasks that we were created. After adding all the tasks in the TA to backlog, we again recheck for any missing tasks. Since everything was fine, we created the sprint 2 board considering a minimum of 20 hours workload for each member. After adding all the tasks for the sprint 2, the statistics are as below.

- Total Issues Count: 38 issues
    - Janith Ronaka – 12 issues
    - Dineth Lahiru – 11 issues
    - Tharushan Rathnaweera – 8 issues
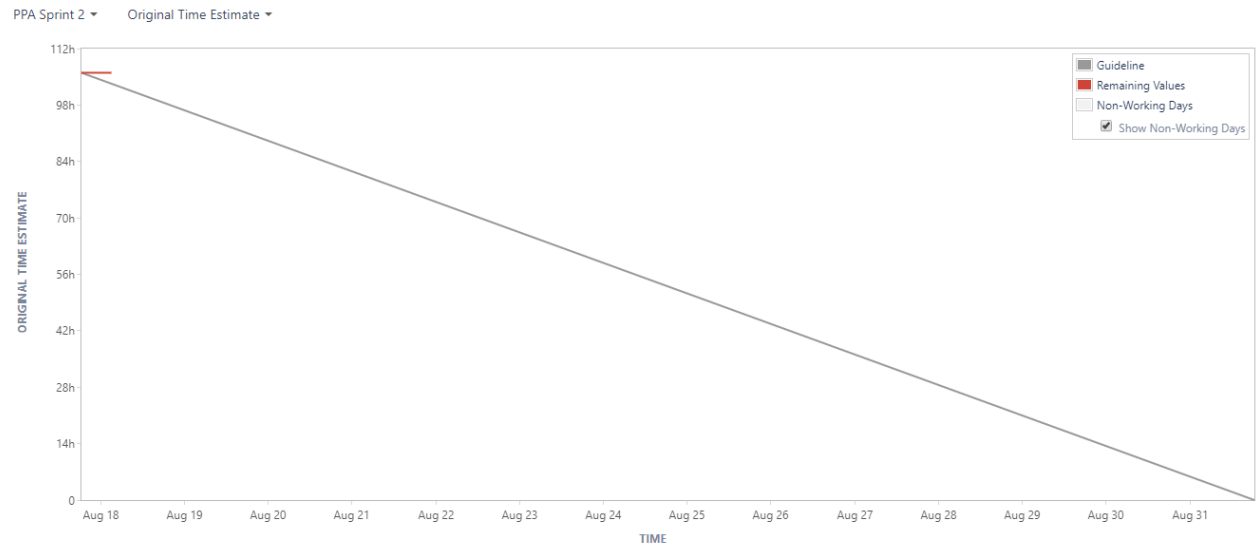   - Bhanuka Hingalagoda – 11 issues

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Figure 1: Initial Sprint Burndown Chart (source - Jira)