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| **Sprint Planning Meeting Minutes** | |
| **Project Name:** Capstone Project | **Sprint:** 1.0.0 |
| **Meeting Date:** 10/22/2016 | **Meeting Location (FM):** 415 Amy Rd, Abingdon, MD |
|  | **Meeting Time/Duration:** 11:30/5:30 |

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| **Attendees** | | | |
| **Name** | **Role** | **Invited** | **Present** |
| Marlene Encinas | GOV Developer | Y | Y |
| Jose Quinchuela | GOV Developer | Y | Y |

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| **Agenda** |
| **Agenda:**   * Team updates from last meeting * Review Action Items * Sprint issues * Lessons Learned |

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| **Meeting Notes** | |
| * Review the DoD RMF Manual: The RMF process | * Mr. Jose Quinchuela and Ms. Marlene Encinas started reading the RMF book to understand the control assignation process and started working on a template to use. |
| * Identify project stakeholders and concerns baseline | * Ms. Marlene Encinas started working on the design document that will gather the functional and non-functional requirements. |
| * Identify major constraints of the system | * Ms. Marlene Encinas started working on the collection of possible functional requirements for the application. * Mr. Jose Quinchuela started working on the collection of possible non-functional requirements for the application. |
| * Anticipate the workplace environment and software to use. | * Mr. Jose Quinchuela and Ms. Marlene Encinas agreed to use MS Visual Studio Enterprise 2015 and ASP. NET MVC 5 framework. Also, GitHub has been chosen as the team central collaboration point for source control and tracking of milestones, issues, bugs and deliverables. |
| * Identify business cases | * Ms. Marlene Encinas noted that she has been working on these tasks:   + Activity Diagram for the assessment process with Integration of functions for the Assessor and Project Manager.   + Identify business use cases and Context of Work Diagrams to see the scope of the assessment controls and their interaction with the Assessor and Project Manager. * Mr. Jose Quinchuela started working on the UML diagrams showing the corresponding associations among different classes and their tentative functions. |
| Review Action Items | * Start creating the respective user stories from the Business Event List * Start assigning the user stories according to Assessor and Project Manager * Start creating the team source control repository in GitHub. * Start working on the Development and Testing Environment for the Assessor and the Project Manager. |

# Sprint Issues

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| **Issues** | | |
|  | **Description** | **Status Update** |
| 1 | Learning ASP.Net MVC 5 infrastructure and rapid prototyping | Research good training sites that deliver expected results in less time. |
| 2 |  |  |

# Lessons Learned

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|  | **Lesson Learned** | **Corrective Action Status** |
| 1 | Difficulty in deciding the best method or template to gather requirements | The Team used the Volare Template to gather requirements. |
| 2 | Difficulty in deciding which will be the best reporting tool for tracking changes in code, issues and user stories. | The team decided that GitHub and its respective add-ons will be the right tool for this. Also, MS Visio and Visual Studio for diagrams and workflows. |