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| **Sprint Planning Meeting Minutes** | |
| **Project Name:** Capstone Project | **Sprint:** 1.0.0 |
| **Meeting Date:** 9/25/2016 | **Meeting Location (FM):** 415 Amy Rd, Abingdon, MD |
|  | **Meeting Time/Duration:** 11:00/3:30 |

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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:   * Sprint Planning Objective * Sprint Summary * Assignment Tasks |

# Sprint Planning Objective

The objective of the Sprint Planning Meeting is to define the tasks needed for complete implementation of the Product Backlog entries selected for the Sprint. Tasks may include design, implementation, test, release and documentation activities.

# Summary

Sprint will focus on defining the background and introduction of security controls; review the risk management framework and control concepts; review assessment team work and role of assessor/project lead; identify client and stakeholders for the project and identify business use cases that will help in the design of requirements for the Capstone Project.

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| **Sprint Start Date** | **Planned Sprint End Date** |
| 10 September 2016 | 25 September 2016 |

**Assignment tasks**

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| **Story / Task Description** | **Assigned Resource** |
| Review the DoD RMF Manual: The RMF process | Marlene/Jose |
| Identify project stakeholders | Marlene/Jose |
| Identify major constraints of the system | Marlene/Jose |
| Anticipate the workplace environment and software to use. | Marlene/Jose |
| Identify business cases | Marlene/Jose |

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| **Next Meeting Information** | |
| **Location (FM):** 415 Amy Rd, Abingdon, MD | **Date, Time/Duration:** 22-Oct-16, 11:30 to 5:30 |
| **Additional Information:** | |