

## Task 5.1: Sprint Planning Meeting

### 1. List of factors that will be considered for sprint backlog items from the product backlog items:

- Business value:
  - Transform from paper based system to computer based system. Therefore, the process of recording sales data would be easy and time efficient. To do that, the system must offer a web browser interface with an add, edit, delete sale buttons. (Sprint #1)
  - User friendly graphical sales display for better understanding of sales data. Therefore, improve their product ordering decisions which leads to better customer relation and advantage over competitors. To do that, the system must have display sale report button which analyses sales data then produce graphical report. (Sprint #2)
  - A format report file for further processing which then be used for adapting business grown. To do that, the system must have an export sale report button which produce a .CSV format sale report. (Sprint #2)
- Development effort
  - The team has 3 members, each team member has 8 hours a week.
  - The sprint #1 is 2 weeks. Therefore, the total hours of the team are 48. Whereas, each team member performs 16 hours of work.
- Feature dependency
  - First, add sales functionality must be created to perform another task such as edit or delete sale data.
  - Second, display sales record functionality can be used by querying sales from database
  - Furthermore, sales record can be used to analyse then show the prediction of the next sale period as well as generating format sale report.
- Date needed and Timeline
  - Week 5, we have discussed and decided sprint backlog from product backlog. Then assigned the number of hours needed for each task

- Week 6 and week 7 is for developing the prototype of the system as well as daily stand up meeting, time tracking and review.
- Use Burndown chart as a tracking tool

## **2. Formulate criteria for prioritising product backlog**

- Dependency: pick up the functionality that has one or more dependency.
- Value: work on the items that has greater business value than the one lower.
- Frequency of use: The features that are likely to be used more often should have high priority. Scheduling them early will provide time to optimise them.
- Reusable component: identify the reusable components then assign them higher priority

The above formulate helps the team to identify the top to bottom of the product backlog items. For example, add sale functionality has the highest priority because most of another functionality depends on it. Whereas, edit and remove features are equal importance and can be built parallel because they have no dependency.

## **3. The highest priority item.**

Product backlog that could be developed in one sprint:

- Add a sales record
- Edit a sales record
- Remove sale record
- Display a sales record
- Search items

#### 4. Work breakdown structure for sprint one

