Sprint 1 Planning Meeting

Close Last Sprint
- Results?
- Unfinished Items?
- Put tooling to complete

Clarify Team Availability
- Any scheduling conflicts coming up?
- No

Go Through Backlog for This Sprint
- Talk about how our board will work with Agile

Playbook Presentation Recommendation
- Describe backlog item
- Discuss notes
- Discuss acceptance criteria
- Estimate complexity
- Is it ready to be worked on?
- Who will work it?

Solution Architecture Mockup
- Describe backlog item
- Discuss notes
- Discuss acceptance criteria
- Estimate complexity
- Is it ready to be worked on?
- Who will work it?

Solution Personas
- Describe backlog item
- Discuss notes
- Discuss acceptance criteria
- Estimate complexity
- Is it ready to be worked on?
- Who will work it?

Can we pull more work into this sprint?
- We have enough!

Agree on Sprint Goal
- Describe overarching goal for this sprint
- Finish up with project ideation and begin some coding

Sprint 2 Planning Meeting

Close Last Sprint
- Results?
- Unfinished Items?

Clarify Team Availability
- Any scheduling conflicts coming up?
- Grant out July 30th - August 13th

Product Owner Describes Goals for This Sprint
- Playbook
    - Pre-Alpha in GitHub
    - start thinking about describing the publishing and building process for continued
support
- Solution
    - scaffolding and look (lorem ipsum)
    - some news rendering
    - able to describe the architecture*
    - deployed in openshift

- Backlog
    - *notional testing research (tdd - maybe even pseudocode test scripts)

- Solution: What do we need to deliver?
    - scaffolding and look
    - something that renders the news (from where? what news? data content?)
    - what is the value of the news feed?

Go Through Backlog for This Sprint
-

Agree on Sprint Goal
- Describe overarching goal for this sprint
- Where do we want to be at the end of the sprint?
- Starting coding, pre-alpha playbook, solution scaffolding deployed, proven that what we're
using it for is achievable

Sprint 3 Planning Meeting

1. **Close Last Sprint**
   a. Results?
   b. Unfinished Items?
2. **Clarify Team Availability**
   a. Any scheduling conflicts coming up?
   b. Grant out July 30th - August 13th
3. **Product Owner Describes Goals for This Sprint**
   a. **Playbook**
      i. Documentation of clone/edit/build/publish/change management process
      ii. Any change requests
   b. **Solution**
      i. Documentation of GitHub to OpenShift process
         1. Did we already do this? (See Murphy's Doc)
         2. Flowchart
         3. Documentation of our publication process
      ii. Set up folder/file structure for Flux
         1. Do we want this (along with the working skeleton) in BC Gov repo?
      iii. Epics into user stories
         1. Creation of cards and user stories for all the previously discussed solution features
            a. Acceptance criteria feeding into testing methodology
      iv. Prepare for code review
   c. **Backlog**
      i. Anything to add to the backlog?
      ii. Sticky footer
      iii. Gear functionality
      iv. UI components in place for database functions
      v. Search move into header to reflect original prototype
      vi. Fill out 12 factor table and how it applies to us
      vii. Read the playbook
      viii. Logging structure (winston), and pushing them to IMB logging service (hoping to implement this by next sprint hopefully)
4. **Go Through Backlog for This Sprint**
   a. Any issues here?
5. **Robert's Notes**
   a. How will the team follow the playbook in order to improve the playbook?
   b. Would like to see the 12-factor list filled out as we go to show how we are adopting parts or all of it
   c. Explain the solution architecture as we move forward… is it a progressive or responsive web app?
      i. Card for researching service worker

    d. Would like the code to move into the BCGOV/CITZ-IMB-Capstone2020 repo
        i. Folder structure
        ii. Readmes/documentation
        iii. The development workflow
        iv. Testing strategy
    e. Would like to have a code review on Wednesday June 24

6. Agree on Sprint Goal
    a. Describe overarching goal for this sprint
    b. Where do we want to be at the end of the sprint?
    c. Process oriented. Preparing for next sprint. Preparing for real development. By next sprint all code will be in BC Gov Repo. Decide on where we want to be in 2 weeks, 4 weeks, etc

Sprint 4 Planning Meeting

1. **Close Last Sprint**
   a. Results?
   b. Unfinished Items?
2. **Clarify Team Availability**
   a. Any scheduling conflicts coming up?
   b. Grant out July 30th - August 13th
3. **Talk About Final Sprints**
   a. Sixth and final sprint is a "half sprint"
      i. Second half for fixing any final issues
   b. Review "RemainingSprints" document
   c. BC Executive presentation?
4. **Goals for This Sprint**
   a. **Playbook**
      i. Work Towards Beta Release
   b. **Solution**
      i. Implement Cookies
      ii. Implement the features that make use of those cookies
      iii. Maintain journaling
      iv. Keeping documentation in mind
         1. Quick start and setup guide (local development)
   c. **OpenShift**
      i. Reduce Build Time (And Introducing Winston)
      ii. Telemetry*

5. **Go Through Backlog for This Sprint**
   a. Any issues here?
6. **Agree on Sprint Goal**
   a. Describe overarching goal for this sprint
   b. Where do we want to be at the end of the sprint?
   c. Work towards playbook beta, solution cookies, OpenShift build time

Sprint 5 Planning Meeting

1. **Close Last Sprint**
   a. Results?
   b. Unfinished Items?
2. **Clarify Team Availability**
   a. Any scheduling conflicts coming up?
   b. Grant out July 30th - August 13th
   c. Kelly plumber this Wednesday 11am-3pm
   d. Robert busy most of Wednesday
   e. Josh Dentist Wednesday 12pm
3. **Goals for This Sprint**
   a. **Solution**
      i. Cookie Notification and Acceptance
      ii. UI refinement
         1. Programmatic Version Tag
      iii. *Basic logging*
      iv. *If time, implement PWA update function*
   b. **OpenShift**
      i. Done!
   c. **Playbook**
      i. Beta Release
      ii. Take Feedback
         1. Maybe start planning another release
      iii. Look into programmatic version tag
      iv. Start planning transition
4. **Talk About Final Sprint**
   a. See remaining sprints document
   b. Final sprint for documentation
   c. BC Executive presentation
5. **Agree on Sprint Goal**
   a. Describe overarching goal for this sprint
   b. Where do we want to be at the end of the sprint?
   c. Playbook Beta release, finish and refine solution development

Sprint 6 Planning Meeting

1. **Close Last Sprint**
   a. Results?
   b. Unfinished Items?
2. **Clarify Team Availability**
   a. Any scheduling conflicts coming up?
   b. Grant out July 30th - August 13th
   c. Josh Exam Thursday, July 30th
3. **Goals for This Sprint**
   a. Solution:
      i. Final UX/UI changes
      ii. 12F discussion
         1. Wednesday
      iii. DRY/SoC codebase
      iv. Create docs folder in GitHub repo
         1. Solution build
         2. Maintenance guide
         3. Review pipeline doc written earlier
   b. Playbook:
      i. Review build doc
      ii. Validate handoff
   c. Reschedule exec presentation (Robert to look for time in Chris' schedule)
      i. Looks like August 5th at 11:30
4. **Agree on Sprint Goal**
   a. Describe overarching goal for this sprint
   b. Where do we want to be at the end of the sprint?
   c. Shooting for done by July 31st