|  |  |  |
| --- | --- | --- |
| Second Sprint planning - **Agenda** | | |
|  | | |
| **Location:** | On-Line Group Call via Facebook Messenger |  |
| **Date:** | October 13, 2020 |  |
| **Time:** | **9:00 AM** |  |
| **Facilitator:** | Baheshta Abed |  |

# Attendees:

Mashall Addeel, Sayed Manshour Sadat, Masuoma Tajik and Mahdi Alizada.

**Meeting Purpose:**

The purpose of this meeting was for the Scrum Master and the Development Team to discuss the second increment, the tasks that needs to be acquired, the time that needs to be spent on a particular task and the overall approach of work, in the presence of the Product Owner.

**Below are the events that took place in the meeting:**

|  |  |  |
| --- | --- | --- |
| **Agenda** | **Topics Discussed** | **Decisions Made** |
| The Product Owner spoke of the tasks that needs to be fulfilled in this increment based on the User Stories. | Distribute tasks according to the user stories | The Team decided on separating each user story into a different task. |
| The Development Team must decide on how much time to contribute on what task. | Deciding on the timing of the tasks | The Team had previously set their standard time to 20 hours per each increment, and therefore, after taking things into consideration, decided on minimum two hours and maximum to hours on each task, depending on its complexity. |
| The Product Owner confirmed with the Team if they will be done with the second Increment by the set date (i.e. October 16, 2020) | Next Increment Delivery | The Team had previously set their standard for the days too; to work four days on each increment, therefore the team had no problem with fulfilling the Product Owners’ demands on its due time and confirmed that they will deliver the second increment on October 16, 2020. |