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| Third Sprint planning - **Agenda** | | |
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| **Location:** | On-Line Group Call via Facebook Messenger |  |
| **Date:** | October 17, 2020 |  |
| **Time:** | **8:00 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 third 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:**

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| **Agenda** | **Topics Discussed** | **Decisions Made** |
| The Product Owner spoke of the upcoming increment and reiterated the user stories and mentioned their requirements and asked with the Team if they will be done by the date set i.e. October 20, 2020. | Tasks of the upcoming increment and the due date | The Team divided the tasks and the number of hours they will be working on and the Scrum Master, as per usually, made the Sprint Backlog at the moment, in order it is clear for everyone and in addition to that, the Team mentioned that the due date is their standard working time for this project so it is no issue at all and confirmed that they will be done on October 20, 2020. |