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| Fourth Sprint Planning - **Agenda** | | |
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| **Location:** | On-Line Group Call via Facebook Messenger |  |
| **Date:** | October 21, 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 Product Owner, the Scrum Master and the Development Team to discuss the fourth 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** |
| In the opening remarks, the Product Owner explained to the Team of the upcoming increment and its requirements | The upcoming Increment | Although, the Development Team were aware of all the increments, this was a good recap of what the increment is and what its requirements are. |
| The Development Team had divide the tasks and give each of the tasks an estimated number of hours | Division of tasks and their timings | The Team divided the tasks the same way they have been doing in the last increments and the Scrum Master noted them and created the Sprint Backlog for the upcoming Sprint. After the team explained their approach of work for the upcoming Sprint, they confirmed that the fourth increment will be ready by October 24, 2020. |