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| Fifth Sprint Planning - **Agenda** | | |
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| **Location:** | On-Line Group Call via Facebook Messenger |  |
| **Date:** | October 25, 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 Product Owner, the Scrum Master and the Development Team to discuss the fifth 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 note, the Product Owner briefed the team of what her expectations are for this final increment | The fifth increment | The Team received a recap of the increment and discussed their approach of working the increment. |
| The Development Team must explain their approach and task division of the final increment | Approach and task division | The Development Team explained their ways of work in terms of task division and time contribution. After the explanation, the Team confirmed to the Product Owner that the final increment will be ready and deliver on October 28, 2020. |
| The Product Owner asked for when the complete project will be presented | The final project | The Scrum Master along with the Development Team confirmed that they will present the completed project on October 29, 2020. |