Steps in Sprint Planning Meeting:

Things to Keep in Mind:

1. Want to build potentially shippable products every sprint
2. Sprints have a mix of analysis, design, implementation, testing, integration, and deployment
3. Done = properly tested; refactored; potentially shippable
4. The team is responsible for committing to the work in the Sprint Planning Meeting
5. Limit WIP; best measurement of progress is with how much work is finished.
6. Decide who does which tasks during sprint execution; volunteer based on how much you think you are capable of
7. First Sprint: Analyze, design, build, integrate, and test potentially shippable product increment, even if its features are initially simple and small
8. PBI and tasks: PBI is more about the what than the how; task is more about the how. Well formed PBI represents distinct business value; task is just a step by the team to create that value. Task should be no bigger than one day of work. If PBI is small enough, don't need tasks.

- Scrum Master: Two parts to this meeting:
    - Committing product backlog items
    - coming up with tasks

- Scrum Master: During meeting, product owner and dev team will agree to sprint goals and negotiate which items from the product backlog will be committed to the sprint backlog

- Scrum Master: state timebox: We have 45 minutes to plan a 2 week sprint. This includes testing as well. Questions?
    - Dev team asks any questions
- Scrum Master: During this meeting, we will come up with an initial list of tasks necessary to complete the committed product backlog items
    - not every task will be found during this time; some will pop up during the sprint

- Scrum Master: Check if product owner has the product backlog prioritized the way he wants it "Do you have the Product Backlog prioritized the way you want it to be?"
    - Let product owner make any changes

- Once prioritized, move top item of backlog to Committed Backlog
- Dev team: Team members discuss first item moved to committed backlog (assuming BL is prioritized). Team members suggest tasks: **(examples of questions and tasks below)**
    - "Do you think this is something we could do in the time period of our sprint?"
    - "Do you all agree this would require some testing tasks?"

        - Tests
        - Decide how to access database
        - Designing UI
        - Code (using TDD)
        - Create Login/authentication system
        - Get Product Owner feedback on design of UI
        - Update documentation
        - App Server choice
        - Break the system
        - Continuous integration server
        - Write HTML/CSS for the update form
        - Get feedback from a user
        - Analyze code
        - Deploy code
    - After listing some tasks you see would be needed to make this potentially shippable: "Still think we can do this/these in our sprint time period without compromising our definition of done?"
        - If team member doesn't think so, explain why
        - Don't feel afraid to say no to product owner's requests if you feel they are not doable in the upcoming print :"We think this is enough work for one sprint; doesn't relate to the sprint goal you declared"
- Scrum Master: Check if task-making is finished: "Any other tasks needed to make this into a potentially shippable state?"
    - If dev team thinks so, suggest more to add

- Repeat this process for every task until you feel there is enough work or the time box is almost up (5-10 min left to discuss)

- Scrum Master: "One last check: are you committed to these PBIs as a team, even if it turns out to require different tasks?"
    - If team member thinks so, explain why. The whole team must come to an agreement.
- Scrum Master: End the sprint planning meeting