Wk5\_m2

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| Minutes | August 22, 2017 | 10pm | GP Q-218 |

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| Meeting called by | Group |
| Type of meeting | In Person |
| Facilitator | Rick Mccasker |
| Attendees | Rick, Chais, Owen, Andrew |

## Agenda topics

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| 30mins | Set sprint goal | [Presenter] |

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| Discussion | Client meets with development team to set the sprint goal and finalize the list of User Stories selected for Sprint 1 | | |
| Development team will indicate how many points worth of User Stories they estimate can be completed in Sprint 1 | | | |
| User stories should be selected to fit with the estimate of story points for the sprint | | | |
| Conclusions | Set sprint goal and finalized our list of user stories for sprint 1 | | |
| Set points that indicate how much each user story is worth | | | |
| Selected user stories to fit the story point estimation | | | |
| Action items | | Person responsible | Deadline |
| Finalize list of stories that are to be included in sprint 1 | | Rick, Chais, Owen, Andrew | 23rd - 8 |
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| 1.2HRS | Task planning for sprint 1 | [Presenter] |

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| Discussion | Tasks for Sprint 1 are to be listed, Time estimates for each task are to be made | | |
| Check that the total time estimate for tasks is relative | | | |
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| Conclusions | Listed tasks for sprint 1 | | |
| Made time estimates for each task | | | |
| Reviewed the time estimations to confirm they are relative | | | |
| Action items | | Person responsible | Deadline |
| Finalise the Task plan for Sprint 1 | | Rick, Chais, Owen, Andrew | 22nd – 8 |
| Submit the User Stories, Release Plan & Sprint 1 Plan before midnight after your workshop via Blackboard | | Rick | 22nd – 8 |
| Start development of Sprint 1. | | Rick, Chais, Owen | 29th - 8 |

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| Observers |  |
| Resource persons |  |
| Special notes |  |