Sprint 1 Planning

## Know the end from the beginning

* When the sprint ends
  + **March 3rd, 2022**
* How many hours you have to work on this project this sprint
  + **Hagen: 20, Jade: 20, Bennett: 15, Jake: 15**
  + **Total: 70 hours**
* Who is going to be here on what days (vacation / other class priorities)
  + **Bennett: out of town Feb 18th-20th**
  + **Everyone: Presidents Day**
* Pick a metric to evaluate each other on during the retrospective
  + **Individual tasks completed / individual tasks assigned**
  + **Retrospective: Individual tasks completed / total team tasks completed**
* Assign a ScrumMaster for this sprint
  + **Hagen Larsen: SCRUM MASTER**
  + **Jade Blunt - developer**
  + **Jake Haight - developer**
  + **Bennett DenBleyker- developer**

## Fill out details for each story

* Make sure all previous stories in the “Done” column are archived in your GitHub project
  + **Milestone 3 is a separate project, so we did not archive anything. Future done stories will be archived when we enter new sprints**
* Each story that you bring in has a description with:
  + Size estimate by the team
    - **Estimate in half hour increments of time to complete in the comment of the issue**
  + Description of what is in scope, what’s out of scope
  + Acceptance criteria in the description stating what it will look like when it’s done
    - **Description will include what requirements need to be met from the requirements definition document for the issue to be moved to the done state**
  + Tasks that will be accomplished to complete the story
    - **These tasks can be created in the GitHub project as notes (but then convert them to issues so that you can assign a person)**
    - **Assign a size estimate to each task**
    - **When an issue is completed, the issue comment will be updated to also state how long it took to actually complete the task**
* Stories and tasks should not be assigned to a specific person (unless carrying over from a previous sprint)
  + **Tasks are not assigned until moved into the in-progress state**

## Artifacts

* Stories / tasks are created and on the sprint backlog
* Create a spreadsheet graph for burndown by totaling up the size estimates and setting that as your amount of work left to do. (commit and push to /docs/planning/SprintXBurndown.xlsx)
* Sprint planning document (with the top section information to /docs/planning/SprintX.docx)
  + **Graphical user interface, text, application, chat or text message

    Description automatically generatedGraphical user interface, text, application

    Description automatically generatedGraphical user interface, text, application, chat or text message, Teams

    Description automatically generatedAttach a screenshot of your Sprint Backlog after planning:**

Graphical user interface, text, application

Description automatically generatedGraphical user interface, text, application

Description automatically generated