

20180831 - Sprint 1 Planning Meeting Minutes

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Attendees: [Adrian Rodriguez Carlos Vera Cristian Cepeda Julian Oscar Antonio Padilla](#), Jay Alvarez de la Campa, Margaret Brisbane

Start time: 10:00AM

End time: 12:30PM

After discussion, the velocity of the team were estimated to be:

No estimated team velocity. From guidance of the PO team, we were not assigned user stories, but rather tasks that cannot be given story points. These tasks were created so that we can understand the department and general flow of an item as it transitions from department to agenda to board meeting.

It was under the expectation of the product owner team that we were NOT to code. Our expectation was to flowchart the process and find improvements. Our tasks created for this sprint were based on this direction.

Additionally, the entire team took initiative in planning possible software solutions for the problem the product owner team presented at this initial meeting. We created the according tasks for this initiative.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- Task, Define key terms: AGDA-7
 - ☒ **AGDA-7** - Define key terms DONE
- Task, Map out user interactions via preliminary user story mapping: AGDA-55
 - ☒ **AGDA-55** - Map out user interactions via preliminary User Story Mapping DONE
- Task, Attend meeting with Arleene: AGDA-8
 - ☒ **AGDA-8** - Attend meeting with Arleene DONE
- Task, Identify possible filetypes: AGDA-10
 - ☒ **AGDA-10** - Identify possible filetypes DONE
- Task, Utilize the blueprint: AGDA-15
 - ☒ **AGDA-15** - Utilize the blueprint DONE
- Task, Find a sufficient diagram tool: AGDA-25
 - ☒ **AGDA-25** - Find a sufficient diagram tool DONE
- Task, Define front end library: AGDA-38
 - ☒ **AGDA-38** - Define front end library DONE
- Task, Source code version control: AGDA-43
 - ☒ **AGDA-43** - Source code version control DONE
- Task, Look at laserfiche: AGDA-47
 - ☒ **AGDA-47** - Look at Laserfiche DONE
- Task, Research and analyze uploaded flowcharts: AGDA-6
 - ☒ **AGDA-6** - Research and analyze uploaded flowcharts DONE
- Task, Gather information about departments by meeting with them: AGDA-9
 - ☒ **AGDA-9** - Gather information about departments by meeting with them DONE
- Task, Analyze previous matter example that passed: AGDA-11
 - ☒ **AGDA-11** - Analyze previous matter example that passed DONE
- Task, Research possible design patterns to apply: AGDA-14
 - ☒ **AGDA-14** - Research possible design patterns to apply DONE
- Task, A video that explains what you guys decided during your sprint planning for sprint 1: AGDA-58
 - ☐ **AGDA-58** - A video that explains what you guys decided during your sprint planning for sprint 1 TO DO
- Task, A video that explains what you guys decided during your sprint planning for sprint 1 (one per team): AGDA-59

- ☒ ~~AGDA-59~~ - A video that explains what you guys decided during your sprint planning for sprint 1 (one per team) DONE
- Task, A video that shows daily scrum meetings were done on time and goes quickly over the daily scrum meeting minutes (one per team): AGDA-60
 - ☒ ~~AGDA-60~~ - A video that shows daily scrum meetings were done on time and goes quickly over the daily scrum meeting minutes (one per team) DONE
- Task, A video that shows you were able to create your development environment by showing how you can change something simple (a simple feature or a bug fix would be fine) and you are familiar with the code from previous version, if any (one per individual): AGDA-61
 - ☒ ~~AGDA-61~~ - A video that shows you were able to create your development environment by showing how you can change something simple (a simple feature or a bug fix would be fine) and you are familiar with the code from previous version, if any (one per individual). DONE
- Task, Video going over feasibility (one per team): AGDA-62
 - ☒ ~~AGDA-62~~ - Video going over feasibility (one per team) DONE
- Task, A video that shows what was discussed and decided on sprint review and retrospective meetings (one per team): AGDA-63
 - ☒ ~~AGDA-63~~ - A video that shows what was discussed and decided on sprint review and retrospective meetings (one per team) DONE

The team members indicated their willingness to work on the following user stories.

Since these are tasks and not necessarily individual components that belong to the project, the entire team decided that every single one of us would work on these tasks together. Each individual in the team researched and did the work to attend meetings, look up key terms, analyze previous matters, and create videos.