**Sprint Planning Meetings**

***Someone should Chair the meeting,*** [***is typically Scrum Master***](https://www.leadingagile.com/2012/08/simple-cheat-sheet-to-sprint-planning-meeting/#:~:text=Sprint%20planning%20is%20a%20collaborative,to%20meet%20their%20sprint%20commitment.)

1. Pre-conditions
   1. Backlog fully groomed, Have approx. 125% of sprint capacity time ready to present
   2. Team capacity calculated (future: as +/- “usual” velocity) considerations:
      1. Training meetings coming up
      2. Onboarding new team members
      3. Team member time with Support (1 hour per day each as a general rule, propose to spend the hour as a ***consultant*** [NEW])
      4. Branching activities
      5. Configuration activities
      6. Determine unusual mid-sprint activities like extra ports
   3. Have user stories that define any required ports
   4. Review and plot work not completed previous sprint
2. Consider the priority support tickets first
3. Take ports that occur during the sprint into account
4. For Jira tickets linked to CR’s make sure we have a thorough understanding of the CR and not just work from the Jira card title. – update the Jira Title as well
5. Review Sprint velocity data included results of sprint just completed
6. Review the Jira work item state workflow, especially around QA / Bug fix iterations
7. Review and estimate “must do” Customer Success items
   1. Smallest number of must do, or approx. 5 hrs per week per developer
8. Review and estimate project work
   1. Consider DoD
   2. Present in priority order
   3. Stop when sprint is full
   4. Considerations:
      1. Ensure details on sprint expectations (i.e. iteration will be reduced scope and additional work will be done in a subsequent sprint)
      2. Add some fixed amount of time to each item for DoD completion of each item
9. Get the Team’s commitment as to what they will complete (commitment should be reasonable and achievable with a good chance of success)
10. Decide on ***which branch*** items should be done on (ref branching strategy)
    1. Note: [release-branch] (ref below) is the target for accelerated and independent fixes on existing production releases
    2. Work with DevOps to configure the branches, environments, and automation to serve the team’s needs for the coming sprint
11. High priority MUST go first – no one to work on anything low until the HIGH are in QA
12. Fill in the Detailed Sprint Planning sheet
13. PM to publish the **date ranges** various items will go to Stage and other summary planning outcomes to internal stakeholders (Product)
14. For iList10 there was some confusion around which system to follow as a model: either iList7 or REP
    1. Agreed that:
       1. This should be determined in the planning phase
       2. Select which model to follow for front and back end, either REP or iList7
       3. Note exceptions in the user story definition
15. Create a specific merge diagram for upcoming merging and port activities
16. Invite the team to discuss how to spend the following Tuesday’s in office time