SPRINT PLANNING MEETING AGENDA



PURPOSE	Establishing immediate goal, identifying requirements through the development of user stories and supporting tasks.	
INVITEES	REQUIRED: • SM - ScrumMaster / facilitator • PO - Product Owner / goal and priority setting • DT - Development Team / Work planning and scheduling	OPTIONAL: Key Stakeholders Field Experts

INTRODUCTION

х	AGENDA ITEM	OWNER
	Team Introductions	SM / PO / DT
	Agenda and Purpose Review	SM / PO / DT
	Ground Rules Review	SM / PO / DT
	Note any team members absent	SM / PO / DT

SPRINT GOAL & USER STORIES

х	AGENDA ITEM	OWNER
	SITUATION OVERVIEW: product vision, roadmap, plan / story map, etc.	PO
	SPRINT GOAL: define goal and accomplishment metric	PO
	SPRINT CAPACITY: How much can the team undertake based upon velocity and experience?	DT
	STORY POINTS: Define established velocity. With an aim to reach beyond past efforts, determine how many story points to accept.	DT
	HOURS: What is the team's established effective / actual working hours per day? How many hours are available for this sprint?	DT
	SPECIAL CIRCUMSTANCES: detail any time considerations: holidays, scheduled time off, training, etc.	DT
	CANDIDATE BACKLOG REVIEW:	PO / DT
	• Is the sprint goal supported by each candidate user story?	PO / DT
	What is the status of each user story? If it is not ready, how can it be made so quickly.	PO / DT
	Is the desired outcome clear among all team members?	PO / DT
	• If the sum of all story points accepted for the sprint is greater than the amount set by the team, the Product Owner must choose which low priority items to omit.	PO / DT

SPRINT BACKLOG

Х	AGENDA ITEM	OWNER
	Determine the next item to deliver by defining the highest priority.	PO / DT
	Determine what is not yet understood about the story.	PO / DT
	Ensure that the deliverable is clear.	PO / DT
	Ensure that the requirements of the story are clear and adequately defined by the acceptance criteria.	PO / DT
	Is the implementation approach for this story understood? Is further story work required?	DT
	Define the tactical approach for story delivery. How are tasks organized and tracked? Review task list.	DT
	Defined estimated work effort for story delivery.	DT
	Ensure that all tasks are required for delivery; consider any tasks not listed that are crucial to the target outcomes.	DT
	Considering all planned tasks, determine if the work effort is still appropriately sized.	PO / DT

SPRINT BACKLOG VERIFICATION

х	AGENDA ITEM	OWNER
	Consider any conflicts between individual stories in the sprint backlog. Find resolutions and make adjustments.	DT
	Ensure that everything from the team's Definition of Done is being considered and is achievable.	DT
	Identify anything deemed "missing" from the backlog. Consider maintenance activities, overhead items, spikes, etc.	DT / PO
	Incorporate missing backlog items and make any necessary adjustments to the sprint.	DT / PO
	Ensure that all potential risks have been identified along with plans for resolution.	DT
	Discuss the team's commitment to the sprint plan and delivery intent.	DT
	Ensure that the Task Board and Burndown Setup successfully capture the sprint and are ready to use.	DT / SM

SUMMARY

х	AGENDA ITEM	OWNER
	Update the task board / agile tool with designated tasks.	DT
	Define what each team member is tasked with following the meeting.	DT
	Address any issues noted throughout the meeting for discussion before closing.	SM
	Document any issues designated for discussion or follow-up outside of the meeting and assign ownership.	SM

ADDITIONAL ITEMS

Х	AGENDA ITEM	OWNER

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.