**SPRINT PLANNING MEETING AGENDA**

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| **PURPOSE** | Establishing immediate goal, identifying requirements through the development of user stories, and supporting tasks. |
| **INVITEES** | REQUIRED: • SM – Scrum Master / Facilitator• PO - Product Owner / Goal and Priority Setting• DT - Development Team / Work Planning and Scheduling | OPTIONAL: Key StakeholdersField Experts |

## **INTRODUCTION**

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| **X** | **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

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| **X** | **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 are 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, such as 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

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| **X** | **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 |
|  | Define 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

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| **X** | **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

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| **X** | **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 |

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# ADDITIONAL ITEMS

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| **X** | **AGENDA ITEM** | **OWNER** |
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