**SCRUM MEETING AGENDA TEMPLATE**

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| Teacher outline  |

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|   | DAILY STAND-UP (DAILY SCRUM) |   |
|   | *Team members share what they worked on yesterday, what they plan to do today, and any obstacles they are facing.* |   |   |
|   | Discussion, notes, and comments. |   |
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 | Run outline  |   |   |   |   |   |   |   |   |
|   | SPRINT PLANNING |   |
|   | *Discuss and prioritize backlog items for the upcoming sprint. Define tasks and estimates for each backlog item.* |   |   |
|   | Discussion, notes, and comments. |   |
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 | Customer review outline  |   |   |   |   |   |   |   |   |
|   | SPRINT REVIEW |   |
|   | *Demonstrate completed work and gather feedback from stakeholders. Discuss what was achieved during the sprint.* |   |   |
|   | Discussion, notes, and comments. |   |
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 | Magnifying glass outline  |   |   |   |   |   |   |   |   |
|   | SPRINT RETROSPECTIVE |   |
|   | *Reflect on the previous sprint. Discuss what went well, what could be improved, and potential action items for the next sprint.* |   |
|   | Discussion, notes, and comments. |   |
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| Users outline  |

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|   | SCRUM OF SCRUMS (SCALED AGILE) |   |
|   | *Representatives from Scrum teams provide updates on progress, identifying impediments and coordinating efforts.* |   |   |
|   | Discussion, notes, and comments. |   |
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 | Folder Search outline  |   |   |   |   |   |   |   |   |
|   | BACKLOG REFINEMENT (GROOMING) |   |
|   | *Review and refine backlog items to ensure that you are well prepared for future sprints.* |   |   |   |
|   | Discussion, notes, and comments. |   |
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| Pencil outline  |

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|   | PRODUCT BACKLOG REVIEW |   |
|   | *Discuss changes to the product backlog and review new user stories and features.* |   |   |   |   |
|   | Discussion, notes, and comments. |   |
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 | Checklist outline  |   |   |   |   |   |   |   |   |
|   | RELEASE PLANNING |   |
|   | *Discuss and plan the scope and priorities for upcoming releases.* |   |   |   |   |   |
|   | Discussion, notes, and comments. |   |
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|  | Online meeting outline  |   |   |   |   |   |   |   |   |
|  | AD HOC MEETINGS (AS NEEDED) |   |
|   | *Hold meetings to address specific challenges that arise during the project.* |   |   |   |   |
|   | Discussion, notes, and comments. |   |
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