

Weekly Sprint Meeting

[Team Name] - Meeting Title

January 1, 2024
10:00am – 11:00am

Meeting Purpose:
Discuss and learn from the past sprint. Get aligned on goals for the next sprint along with the task distribution for everyone.

10:00 – 10:15	Discuss past sprint <ul style="list-style-type: none">- What went well?- What needs to be improved?- Was anything not completed/needs to be pushed to this sprint or refined again?	All Members
10:15– 10:25	Review backlog	All Members
10:25 – 10:35	Discuss main sprint goals	Team Lead
10:35 – 11:00	Assigned refined tasks	All Members