

Sprint Planning Meeting Agenda Template

Use this Sprint Planning Meeting and Agenda Template to host a collaborative discussion that allows the Scrum team to choose the direction for the next sprint.

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1 Last Sprint

Celebrate what you achieved and discuss what wasn't accomplished.

2 Backlog

The list of things we want to accomplish in this sprint.

3 Sprint Goal

Why are we implementing these backlog items?

4 Team Availability

Clarify if any team members are unavailable during the sprint.

5 Assign Backlog Items

What items/tickets is each person focusing on during this sprint?