Date:	
Prepared by:	
Attendees:	

Agenda

Item	Notes
Discuss last Sprint (5 min)	
Review backlog (15 min)	
Identify tasks involved (10 min)	
Identify deliverables and main goal (5 min)	
Confirm team capacity (5 min)	
Scrum master receives group consensus (5 min)	
Team and product owner agreement and approval (5 min)	
Summary and questions period (10 min)	