

Sprint Planning Agenda (45 min)

Roles:

- Facilitator
- Note taker

Introduction (2 min)

Goal: *Open the session*

- Review the purpose of the meeting

Close Last Sprint (5 min)

Goal: *Celebrate success and confirm work completed and yet to be completed*

- Celebrate last achievement
- Determine what to do with unfinished items

Clarify Availability (5 min)

Goal: *Determine team availability which will affect resource allocation over the next Sprint*

- Are there any upcoming outages or conflicts?

Review Backlog (10 min)

Goal: *Review the Product Backlog to determine items eligible for the next Sprint*

- Ensure items in the backlog are ready to be worked on

Start Next Sprint (20 min)

Goal: *Create the goal and Sprint Backlog to be completed in the next Sprint*

- Agree on Sprint Goal
 - What are the business priorities to achieve over the next Sprint?
 - Is there an overarching goal(s) for the Sprint?
- Create the Backlog
 - Based on priority and availability create a queue
 - Assign points/value to each item to start measuring velocity

Conclusion (3 min)

Goal: Ensure common understanding of next steps

- Summarize the meeting
- Review action items