

SPRINT PLANNING MEETING AGENDA

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PURPOSE	Establishing immediate goal, identifying requirements through the development of user stories and supporting tasks.	
INVITEES	REQUIRED: <ul style="list-style-type: none"> • SM - ScrumMaster / facilitator • PO - Product Owner / goal and priority setting • DT - Development Team / Work planning and scheduling 	OPTIONAL: <ul style="list-style-type: none"> Key Stakeholders Field Experts

INTRODUCTION

X	AGENDA ITEM	OWNER
	Team Introductions	SM / PO / DT
	Agenda and Purpose Review	SM / PO / DT
	Ground Rules Review	SM / PO / DT
	Note any team members absent	SM / PO / DT

SPRINT GOAL & USER STORIES

X	AGENDA ITEM	OWNER
	SITUATION OVERVIEW: product vision, roadmap, plan / story map, etc.	PO
	SPRINT GOAL: define goal and accomplishment metric	PO
	SPRINT CAPACITY: How much can the team undertake based upon velocity and experience?	DT
	STORY POINTS: Define established velocity. With an aim to reach beyond past efforts, determine how many story points to accept.	DT
	HOURS: What is the team's established effective / actual working hours per day? How many hours are available for this sprint?	DT
	SPECIAL CIRCUMSTANCES: detail any time considerations: holidays, scheduled time off, training, etc.	DT
	CANDIDATE BACKLOG REVIEW:	PO / DT
	• Is the sprint goal supported by each candidate user story?	PO / DT
	• What is the status of each user story? If it is not ready, how can it be made so quickly.	PO / DT
	• Is the desired outcome clear among all team members?	PO / DT
	• If the sum of all story points accepted for the sprint is greater than the amount set by the team, the Product Owner must choose which low priority items to omit.	PO / DT

SPRINT BACKLOG

X	AGENDA ITEM	OWNER
	Determine the next item to deliver by defining the highest priority.	PO / DT
	Determine what is not yet understood about the story.	PO / DT
	Ensure that the deliverable is clear.	PO / DT
	Ensure that the requirements of the story are clear and adequately defined by the acceptance criteria.	PO / DT
	Is the implementation approach for this story understood? Is further story work required?	DT
	Define the tactical approach for story delivery. How are tasks organized and tracked? Review task list.	DT
	Defined estimated work effort for story delivery.	DT
	Ensure that all tasks are required for delivery; consider any tasks not listed that are crucial to the target outcomes.	DT
	Considering all planned tasks, determine if the work effort is still appropriately sized.	PO / DT

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