

### **Sprint Planning Meeting**

Google Meet Link: <https://meet.google.com/mbs-qkhw-dgn>

*This Sprint Meeting is organized to begin the work of sprints*

NO	Agenda	Presenter	Duration
1	Opening Remarks regarding the Meeting Agenda	Scrum Master	5 Minutes
2	Discussion and finalizing the user stories	Product Owner	5 Minutes
3	Finalizing the Sprint Goal (this is a short 1-2 sentence, description of what the team is going to complete over the course of the sprint.)	Scrum Master, Product Owner, Development Team	4 minutes
4	Finalizing Sprint Backlog (this is a list of the product backlog necessary tasks that the team selects and commits to working on during the sprint.)	Scrum Master, Product Owner, Development Team	4 minutes
5	<ul style="list-style-type: none"> <li>Task discovery</li> <li>Task sign Up</li> <li>Task prioritization</li> <li>Task estimation</li> </ul>	Scrum Master, Development Team	4 minutes
6	Conclusion	Pl Scrum Master, Product Owner	2 Minutes

*Kindly find the below information for further clarification regarding the roles and responsibilities of each member for the scrum project sprints as well as regarding the sprint planning meeting.*

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## **The Scrum Master**

The Scrum Master facilitates the sprint planning meeting and ensures that meeting people are prepared, and all video conferencing and other connectivity details are ready to go. In terms of scheduling, the Scrum Master should be time boxing this meeting according to the length of the sprint. For example, if the team is working in 2 week sprints, the sprint planning meeting should be between 2-4 hours. The Scrum Master must manage time appropriately to make sure that there is complete alignment on the sprint goal before the meeting wraps up.

## **The Product Owner**

The Product Owner is responsible for ensuring that all items in the backlog are prepared before the meeting. They must clarify details on each backlog item and be a resource to the team when asking questions around use case or acceptance criteria. This is arguably the most important meeting for a Product Owner & one they must set aside plenty of time for to prepare.

## **The Development Team**

Obviously, the people doing the work will need to be in the sprint planning meeting. Designers, developers, test engineers—anyone who will contribute to the work product—needs to be in attendance and actively participate in this meeting so that they can walk away with a solid understanding of what's expected of them and what is priority to work on over the next sprint.

Keep in mind that teams get better at sprint planning with time. If a team is newly formed (or new to agile), there may not be as much shared understanding on how much can get done within each sprint. Just keep in mind that mature teams tend to do better at this. There's an element of constant improvement with agile, so give yourself some grace if your first sprint planning meeting did not go as well as you had hoped!

## **Why Should You Run a Sprint Planning Meeting?**

Because it is a great opportunity to get the whole team together and collaborate to establish what everyone is responsible for over the next sprint! From a personal perspective it was difficult for our team to identify *what* exactly they were working on each sprint, and – more importantly why – before we adopted this agile practice. Since then, it's been much easier for our team to work together and feel more confident about what we're supposed to deliver.