SCRUM MEETING WEEK ()

:white_check_mark: **Sprint planning checklist**

|  |  |  |
| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​ | ​​ | ​​ |

**Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Anthony Argatoff | Scrum Master |
| Aayush Chaudhary | Member |
| Varun Patel | Member |
| Dylan Pickard | Member |
| Ryan Pybus | Member |

**Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | ​​e.g., Bugs |
| **Issues completed** | ​​ |
| **Issues left** |  |
| **Team Capacity** (team time allocation in percentage) |  |
| **Summary** | ​​ |

**Details Current sprint**

|  |  |  |
| --- | --- | --- |
| **Start date** | ​​ | |
| **End date** |  | |
| **Sprint theme** | ​​ | |
| **Team capacity** (team time allocation in percentage) |  | |
| **Issues capacity** (issues team faces in a percentage) |  | |
| **Individual capacity** (percentage for each team member) | ​​Anthony Argatoff | 100% |
| Aayush Chaudhary | 100% |
| Varun Patel | 100% |
| Dylan Pickard | 100% |
| Ryan Pybus | 100% |
| **Potential risks** (issues that impede progress) |  | |
| **Mitigations** (how to mitigate issues. Ex: delegation. Complete tasks given risks) |  | |

**Sprint planning resources**