**Conduct Sprint Planning**

Outputs of sprint planning meeting:

* We determined one week as a sprint
* We determined the features which will be delivered next meeting
* We determined the capacity of the team
* Backlog document was discussed (some features were added with user stories & some were modified with determination of high priority stories)
* We estimate the timeframes for each of the tasks assigned and agree on what “done” will look like for each item.
* We have confirmed the timeframe of the upcoming sprint.
* We have assigned the new sprint backlog tasks, according to skill sets, capacity, and other relevant criteria.