

Sprint Planning

Sprint	Goal	Task	Owner	Deadline
1	Initiate Setup and Logistics	Secure venue	Logistic Team	2023-12-25
		Identify Sponsors	Sponsorship Team	2023-12-26
2	Registration & Promotion	Launch participant registration	Registration Team	2023-12-29
		Develop promotional materials	Marketing Team	2024-01-01
3	Schedule Finalization	Confirm session timings	Program Team	2024-01-02
		Publish agenda	Program Team	2024-01-03
4	Final Preparations	Onboard mentors	Mentorship Team	2024-01-10
		Send reminders to participants	Registration Team	2024-02-22