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| **Sprint** | **Goal** | **Task** | **Owner** | **Deadline** |
| 1 | Initiate Setup and Logistics | Secure venue | Logistic Team | 2024-02-20 |
| Identify Sponsors | Sponsorship Team | 2024-02-14 |
| 2 | Registration & Promotion | Launch participant registration | Registration Team | 2024-02-21 |
| Develop promotional materials | Marketing Team | 2024-03-08 |
| 3 | Schedule Finalization | Confirm session timings | Program Team | 2024-03-11 |
| Publish agenda | Program Team | 2024-03-11 |
| 4 | Final Preparations | Onboard mentors | Mentorship Team | 2024-03-10 |
| Send reminders to participants | Registration Team | 2024-03-22 |
| 5 | Gather insights to improve future events. | Collect participant feedback | Feedback Team | 2024-03-24 |
| 6 | Finalize payments to vendors | Ensure all financial obligations are met. | Finance Team | 2024-03-24 |

**Sprint Planning**