Scrum Meeting (Week #)

**Sprint Planning Checklist**

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

**Sprint Team Members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ | ​​ |
|  |  |
|  |  |
|  |  |
|  |  |

**Sprint planning meeting items**

**Summary of Previous Sprint**

|  |  |
| --- | --- |
| **Sprint theme** | ​​e.g., Bugs |
| **Issues completed** | ​​ |
| **Issues left** |  |
| **Team Capacity** |  |
| **Summary** | ​​ |

**Current Sprint - Details**

|  |  |
| --- | --- |
| **Start date** | ​​ |
| **End date** |  |
| **Sprint theme** | ​​ |
| **Team capacity** |  |
| **Issues capacity** |  |
| **Individual capacity** | Member 1  Member 2  Member 3  Member 4  Member 5 |
| **Potential risks** |  |
| **Mitigations** |  |

**Sprint planning resources**

* …
* …