**Day before:**

* Send out sprint retro page
  + Remind team about times to have entries and votes in by.
* Ensure rooms are booked.
* Ensure POs are aware of meetings (We really only need to do this if we have a new PO or PO who does not regularly attend. Ie. Insurance)
* Make sure all cards are entered into sprint numbers doc
  + Time off
  + Velocity
  + Completed Cards
* At end of day, add completed work and velocity to Demo Page
* Go through all demo entries, make sure “In-Review” is removed from all completed cards.

**Day Of:**

* Prioritize Retro items by votes and print off a hard copy or have laptop to project.
* Pull all completed cards off the board – Store to the side
* Pull all in-progress cards (if any) off the board.
  + I find it helpful to make a note of:
    - Who was on the card
    - How much work is remaining on the card.

**Meetings:**

To bring to meetings:

* Extra user story cards
* Planning Poker Cards
* Sticky Notes & Pens for task cards
* Demo:
  + Recap velocity, sprint commitment and # of units completed.
  + POs do their thing.
* Retro:
  + Items discussed in order by votes.
  + Each item ideally should have an outcome or action item
  + Someone to take notes of action items.
* Planning:
  + Ask POs to display the priority list from their meeting with Ryan if they have it available.
  + POs present their cards in order of priority
  + Estimate cards (& make task cards) in order of priority
  + Estimate commitment based on previous sprint’s completed units (avg. across sprints)
  + The biggest challenge for this meeting will be to offline non-essential discussion to have the meeting end on time.

**After Meetings**

* Put cards on board in order of priority
* Send email to team with recap of any changes from Retro, including action items. (It helps to @mention anyone specifically if they have an action item)