

Overview

Date	
Meeting leader	@Mention leader
Purpose	The goal of the meeting is to review the product backlog and ensure that everyone has a shared understanding of what needs to be built and next steps.
Agenda	 Strategy review Product backlog review Action items
Attendees	 @Mention attendees Product manager Product owner Scrum master Engineering team Other key stakeholders

Strategy review

Goals	Initiatives
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Product backlog review

Product backlog

Top backlog items

Backlog item	Discussion	Effort	Next steps
List the top items in the backlog.	Discuss business and customer needs.	Determine high-level estimates. Break down any features that are too large.	Define timing and next steps for this backlog item.

Action items to review next week

Description	Person responsible	Status	Due date
Action item	@Mention assignee	COMPLETE	
		IN PROGRESS	
		AT RISK	