Sprint # Planning Minutes

# Sprint Goal

*What is the main purpose of the sprint? Define key objectives below.*

# Epics to be Delivered

* *List out the epics that we’re planning to start or deliver during this sprint*

# Scope of Work Clarification

*Revisit your definition of "done." Decide on the acceptance criteria that will be used to determine when each individual task is complete. Make sure all of this realistically aligns with your team's capacity.*

# Key Risks & Concerns

*What potential issues could come up based on the goal and sprint backlog? How can we solve them? Does the scope of work allot enough time for unexpected issues*

# Notes & Takeaways

*What were the main insights and discussion points from this sprint planning session?‍*

# Take Action

*Get verbal confirmation from your team about the next steps to be taken. Clarify who's completing them and when they should be done by. Note this information here to share and assign.*

# Follow-Up

*How will we keep in touch and stay up-to-date about progress? Should we schedule a follow-up meeting?*