

Date	3 November 2022
Team ID	PNT2022TMID02512
Project Name	Project - IoT Based Safety Gadget for Child Safety Monitoring & Notification
Maximum Marks	8 Marks

SPRINT DELIVERY PLAN

Sprint planning is an essential process that an organization needs to adapt to be successful. It indicates the roadmap for the next two to four weeks when stakeholders and team members decide as a group what they need to complete and deliver before the next sprint review meeting.

Sprint planning is the first step in an agile project and is crucial to project success. A high-level view of the sprint backlog is created where the scrum team discusses, creates a plan for completing their work, establishes dependencies, and identifies risks that need to be addressed.

Sprint planning is an open forum where everyone comes together, appreciates each other's work, and gets more clarity about the sprint goals and objectives. That makes every member of the team accountable and re-enforces healthy communication.

This article will explain and help you understand the concepts and provide tips for successful sprint planning meetings. Additionally, we'll show you how it's not just about the tasks themselves. It's also about helping your team to reach their full potential.

Sprint planning refers to a meeting that takes place before the start of a sprint. The team conducts this [meeting to determine the sprint](#) plan and set a sprint goal. The members decide on the number of backlog items in the sprint and sets up a sprint backlog and current sprint.

The members who take part in the sprint planning meeting include:

- **The Scrum Master**

The scrum master is in charge of facilitating the sprint planning meeting and ensures that the rooms are set, people are prepared, supplies are available, and the video conferencing and other connectivity are set accordingly. He/she time boxes the meeting according to the length of the sprint. For example, the duration of a two weeks' sprint should be 2-4 hours. He keeps time and ensures they attain their goal at the end of the sprint planning meeting.

- **Product Owner**

The product owners ensure all the items in the product backlog are set before they start the meeting. Therefore, they have to prepare adequately and know the objective of each item. Moreover, the members ask them questions concerning the case and acceptance criteria, and they have to clarify to them.

