### Sprint Delivery Plan

**1.Scrum Master** Open the Sprint iteration meeting.

* Welcome
* Review purpose
* Agenda
* Organizing tools
* Parking Lot

**2.Product Owner** Product Vision and Roadmap; Remind the team of the larger picture

**3.Agile Team** Status update group huddle.

* Development status, state of our architecture, results of previous iterations.
* Discuss any new information that may impact the plan.

**4.Scrum Master** Share velocity.

5.Determine the time box and total working days (subtract days for holidays or other whole-team impacting events).

**6.Scrum Master** Check in on any currently known issues, concerns, impediments, and record as appropriate to revisit at future meetings.

**7.Team** Review and update definition of Done.

**8.Product Owner** Present the Stories from the Backlog.

**9.Delivery Team** Determine tasks, signs up for work, and estimates tasks they own.

1. **Product Owner** Answer clarifying questions and elaborates acceptance criteria as appropriate.
2. **Scrum Master** Facilitate collaboration Key focus.

* Tasks
* Estimates
* Owners

1. **Scrum Master** Check for new issues after the clarifying questions and records them for appropriate action.
2. **Scrum Master** Check in on any dependencies or assumptions determined during planning and record as appropriate.
3. **Team** Commitment to the Product Owner for the Tasks they have accepted.
4. Sprint Name and goal is finalized, can be a collaborative effort.
5. **Scrum Master** Close the meeting.

* Communication / Story updates / WIKI / Emails as needed to Capture and communicate lessons learned.
* Parking Lot – all items should either be determined resolved or turned into Action Items.
* Action items assigned and agreed on.
* Process Action Plan – distribute action items to owners.
* Retrospective for the Meeting Iterative feedback for the meeting itself makes them better for the team and empowers them to take ownership.
* End on a high note.