



Meeting Checklists

Iteration (Sprint) Planning

Purpose:

The iteration planning meeting is for team members to plan and agree on the stories or backlog items they are confident they can complete during the iteration and identify the detailed tasks and tests for delivery and acceptance.

Agenda:

- ✓ Review meeting agenda and guidelines
- ✓ Product Owner proposes the product backlog for review
- ✓ Product Owner and team review and clarify each item
- ✓ Larger stories are broken down as necessary
- ✓ Team estimates any resulting new stories
- ✓ Team selects the stories they can complete within the iteration
- ✓ Team ideally defines the iteration goal or theme
- ✓ Team breaks each story into tasks and clearly defined acceptance criteria
- ✓ Team estimates each task (typically in hours)
- ✓ Team members sign up for tasks initially during the iteration
- ✓ Team may review the workload to make certain it is feasible and balanced
- ✓ Product Owner agrees with the work that will be completed

Notes:

Attendees:

Product Owner,
Team Members,
ScrumMaster
and/or Project
Manager

Inputs:

Prioritized product
backlog, prior
velocity, team
member capacity
and/or schedule risks

Outputs:

Iteration goal,
story tasks and
acceptance tests,
task estimates

Key Considerations:

- The team always has the final say when it comes to estimating
- Every team member should have a vote and/or voice
- Dependencies should be minimized, if not prevented entirely
- The team should consistently identify any impediments preventing them from completing their work that need to be addressed

Common Obstacles:

- Diving into too much detail and designing each feature in full rather than identifying the task work necessary