Before Sprint Planning Meeting

* **Backlog Prep**: Ensure all items in the backlog are properly checked and written with complete user stories and acceptance criteria.
* **Measure user stories**: Confirm user stories are the right size and are manageable
* **Examine Teams Schedule**: Confirm everyone’s availability and commitment
* **Establish velocity**: Check average amount of work complete each sprint to guide how much work it to be completed each sprint.

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| Date: | Minutes: | Team Members: | Summary: |
| Tuesday  25th October | 47 Minutes  0-10 mins: Review backlogs  11-20 mins: Review User stories and requirements  21-35 mins: How sprints will be executed  36-47 mins: Clarified questions and looked over criteria | Nate, Aakesh, Jack, Winchester | Sprint 1. We reviewed our product backlog and sprint 1 backlog. Reviewed User stories and requirements for sprint 2. Discuss how sprints will be executed and who will do what role during the sprint. Clarify any questions and look over the criteria. |
| Thursday  27th October | 1 Hour  0-10 mins: Review backlogs  11-25 mins: Review User stories and requirements  26-45 mins: Discussed new information  46-60 mins: Clarified questions and looked over criteria | Nate, Aakesh, Jack, Winchester | Sprint 2. We reviewed our product backlog and sprint 2 backlog. Reviewed User stories and requirements for sprint 2. Discussed new information found. Clarify any questions and look over the criteria. |

At Sprint Planning Meeting