Project Sprint Planning Notes

Team: Team number

Sprint: Sprint number

Date: Date of the meeting

Attended:

Scrum Master: Name

Product Owner: Name

Development team: Names

## 1. Things That Went Well

*What went well? What the team is happy about?*

## 2. Things That Could Have Gone Better

*What could have gone better? What the team could improve?*

## 3. Things That Surprised Us

*What wasn’t expected?*

## 4. Lessons Learned

*What you learned from the above points?*

## 5. Final Thoughts

*Things to Keep*

*Things to Change*

Do not write more than 2 pages for each of the sprint. Replace the the highlighted yellow hints by your text.