SCRUM MEETING WEEK ()

**:white_check_mark: Sprint planning checklist**

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| --- | --- | --- |
| **Preparation** | **Meeting** | **Follow up** |
| ​​ | ​​ | ​​ |

** Sprint team members**

|  |  |
| --- | --- |
| **Name** | **Role** |
| ​​ Dylan Tan | ​​ Dev Team |
| Lily Yao | Scrum Master |
| Jia Yao | ​​ Dev Team |
| Matthew Fuchs | ​​ Dev Team |
| Samarth Grover | ​​ Dev Team |
|  |  |

** Sprint planning meeting items**

**Previous sprint summary**

|  |  |
| --- | --- |
| **Sprint theme** | ​​e.g., Bugs |
| **Issues completed** | ​​ |
| **Issues left** |  |
| **Team Capacity** |  |
| **Summary** | ​​ |

**Details Current sprint**

|  |  |
| --- | --- |
| **Start date** | ​​ |
| **End date** |  |
| **Sprint theme** | ​​ |
| **Team capacity** |  |
| **Issues capacity** |  |
| **Individual capacity** | Member 1  Member 2  Member 3  Member 4  Member 5 |
| **Potential risks** |  |
| **Mitigations** |  |

** Sprint planning resources**