Project Sprint Planning Notes

**Team:** Team number

**Sprint:** Sprint number

**Date:** Date of the meeting

**Attended:**

**Scrum Master:** Name

**Product Owner:** Name

**Scrum 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*