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Scrum To-do List

Grab it now !

- 1. Update list of requirements from daily scrum, emails and other content
- 2. Prioritize and group requirements about
- 3. Consider who has the work
- 4. Consider sprint length (usually 1-2 weeks)
- 5. Check up any information needing an sprint backlog log. What isn't supplied or linked?
- 6. Consider team bandwidth and what board can utilize in team work
- 7. Arrange meetings and have a plan to reach any new or ready team members, product owners or stakeholders

NOTE: Want to learn how to optimize your team's productivity, get them solving their team issues and get them planned for the day? [Check out the Daily Team To-do Checklist](#). We also can teach the steps you MUST follow to coordinate and communicate with your team every day! Get your Daily Team Checklist [now!](#)

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Download the Team To-do Checklist