

# Example: Planning The Meeting

## Purpose

To align the development team on the upcoming product release, discuss project progress, identify any blockers, and plan for the next sprint.

## Agenda

1. **Welcome and Purpose Overview** (5 minutes)
  - Brief introduction and purpose of the meeting.
2. **Project Progress Updates** (15 minutes)
  - Each team lead provides a brief update on their current tasks and progress.
3. **Review of Upcoming Release** (20 minutes)
  - Discuss features, deadlines, and expectations for the upcoming release.
4. **Blockers and Challenges** (15 minutes)
  - Identify and discuss any current blockers or challenges team members are facing.
5. **Sprint Planning** (30 minutes)
  - Plan tasks and assign responsibilities for the next sprint.
6. **Q&A and Open Discussion** (10 minutes)
  - Open the floor for any additional questions, concerns, or suggestions.

## Length

- **Date:** June 25, 2024
- **Time:** 10:00 AM - 11:35 AM (1 hour 35 minutes)

## Attendees

- **John Doe** (Project Manager)
- **Jane Smith** (Lead Developer)
- **Emily Johnson** (UI/UX Designer)
- **Michael Brown** (Backend Developer)
- **Sarah Davis** (QA Engineer)
- **David Wilson** (Product Owner)

## Preparation

- **Review Documentation:** Familiarize with the software's features and current development status prior to the meeting.
- **Idea Generation:** Bring suggestions for the rollout strategy and consider potential obstacles.

## Evaluation

- Meeting minutes documented and shared with all attendees.
- Clear action items and task assignments for the next sprint.
- Resolution of identified blockers or a plan to address them.
- Feedback collected from attendees on the meeting's effectiveness and any areas for improvement.