

Suggested Agenda for Iteration Planning Meeting

(from <https://help.rallydev.com/iteration-planning>)

1. **Opening**
Welcome meeting participants, review purpose, agenda, and organizing tools.
2. **Product vision and roadmap**
Remind the team of the larger picture.
3. **Development status, state of our architecture, results of previous iterations**
Discuss any new information that may impact the plan.
4. **Iteration name and theme**
Make a collaborative decision on name and theme.
5. **Velocity in previous iterations**
Present the velocity to be used for this iteration.
6. **Iteration timebox (dates, working days)**
Determine the timebox and total working days. Subtract days for holidays or other whole team-impacting events.
7. **Team capacity (availability)**
Each team member calculates their capacity based on personal availability, allocation to this and other projects, productive time for tasks in this iteration each day.
8. **Issues and concerns**
Check in on any currently known issues and concerns and record as appropriate.
9. **Review and update Definition of Done**
Review the Definition of Done and make any appropriate updates based on technology, skill, or team makeup changes since the last iteration.
10. **Stories or items from the product backlog to consider**
Present proposed product backlog items to be considered for the iteration backlog.
11. **Tasking out**
Delivery team determines tasks, signs up for work, and estimates tasks they own. Product Owner answers clarifying questions and elaborates acceptance criteria as appropriate; Scrum Master facilitates collaboration.
a. Tasks, b. Estimates, c. Owners
12. **New issues and concerns**
Check in on any new issues and concerns based on tasking out and record as appropriate.
13. **Dependencies and assumptions**
Check in on any dependencies or assumptions determined during planning and record as appropriate.
14. **Commit!**
Scrum Master calls for a *fist of five* on the plan. Agile team and Product Owner signal if this is the best plan they can make given what they know right now and commit to moving to the next level of planning—daily.
15. **Communication and logistics plan**
Review and update communication and logistics plan for this iteration.
16. **Parking lot**
Process parking lot—all items should either be determined resolved or turned into action items.
17. **Action items/plan**
Process action plan—distribute action items to owners.

18. Retrospect the meeting

Because we want these meetings to be useful for everyone, we solicit feedback on the meeting itself.

19. Close

Celebrate a successful planning meeting