Subject: Sprint Planning Meeting Reminder

Hello Team,

This is a gentle reminder regarding our upcoming Sprint Planning Meeting scheduled for Monday, June 24th, at 10:00 AM via Google Meet. The link has already been shared in the team calendar invite.

Please ensure that all open tickets on Jira are updated and any blockers from the previous sprint are highlighted. We will begin with a review of the completed backlog items and proceed to assign new tasks for the next sprint cycle. Kindly be on time and come prepared with your progress updates.

Thanks for your cooperation and dedication!

Best regards,

Rohit Sharma

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