Allocation of roles – scrum master, meeting minutes taker, proxy product owner, developers

What is our sprint task?

What is our sprint goal this sprint?

What is the definition of done this sprint? 2 min brainstorm, everyone writes their version of Definition of done on sticky note in Figma and we all discuss afterwards and vote on final DOD

From the sprint goal, what sprint backlog items are required to achieve our goal?

During this part, brainstorm as a group all the smaller tasks (backlog items) that need to be completed to achieve our sprint goal.

Example: sprint 2 goal is to reflect on and refine our collaboration and planning structure as a group so that we can more efficiently conduct meetings and achieve our sprint goal efficiently and in a timely manner.

Our backlog items from this are the small changes we need to implement to achieve this goal, like create a structured template for conducting meetings. Create a template to take better meeting minutes…. Etc

Once we have brainstormed our backlog items, time to group them into topics and eliminate double ups.

Turn these into user stories

Now we have our backlog items, time to divide the workload and create a completion timeframe for the sprint (document this time frame)

Create a plan for daily scrum meetings (what time and when are we holding the scrum meetings)

Final questions before we end meeting