Chingu Voyage nn - XXXXX Team #n

Sprint #N - Sprint Planning

horizontal line

nnMARCH **20**23 / 6:00 PM GMT -5 (Chicago)

# ATTENDEES

# AGENDA

* Sprint #n - Retrospective & Review
  + What went right?
    - Good communication & involvement
  + What could be improved?
    - Stick with When2Meet for determining meeting availability
    - Make sure daily status is clear and not repetitive
  + Changes to be made for Sprint #2
* Short break if needed - 5 minutes
* Sprint #n+1 - Sprint Planning
  + Tasks from last meeting
  + Sprint #n Status
    - PR’s
      * None
  + Sprint #2 Plan
    - Sprint Planning process
      * Review & update status of any completed User Stories
      * Carry over any unfinished User Stories from Sprint #5 → #6
      * Review priorities of waiting User Stories
      * Assign story points to each User Story
      * Estimate how many stories can be completed in this sprint
      * Assign user stories to team members
      * Review ‘daily stand-up’ procedure

# 

# ACTION ITEMS

# Who - Deadline - Task Description

# NOTES