Scrum #:  
Date:

**Post-Meeting Analysis**

Task Chart:

|  |  |  |  |
| --- | --- | --- | --- |
| Product Backlog Item | To Do | In Progress | Done |
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Backlog:

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| --- | --- | --- | --- |
| Product Backlog Item | Task ID | Task Description | Task Estimation |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
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Burndown Chart:

*Please complete and paste here.*