

Sprint Planning Document

Template

CS2113 – Software Development Project

[Team Name]

Sprint ____ | January 21, 2026

1 Sprint Information

Sprint Number:

Start Date:

End Date:

Sprint Duration: 2 weeks

Scrum Master:

2 Sprint Goal

Sprint Goal

3 Selected User Stories

User Stories for this Sprint

ID	Title	Points	Acceptance Criteria
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US-1

US-2

US-3

US-4

US-5

Total Story Points: ----

4 Task Breakdown

Sprint Backlog Tasks

ID	Task	Story	Assigned	Hours
T-1				
T-2				
T-3				
T-4				
T-5				
T-6				
T-7				
T-8				
T-9				
T-10				

Total Estimated Hours: ----

5 Team Capacity

Team Availability

Team Member	Available Hours	Notes
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Total

6 Dependencies and Risks

Dependencies

-
-
-

Risks

Risk	Impact	Mitigation
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7 Definition of Done

Checklist

For each user story to be considered “Done”:

- Code compiles without errors
- All acceptance criteria met
- Unit/integration tests written
- Code reviewed by team member
- Merged to main branch
- Deployed to production
- Documentation updated

8 Meeting Schedule

Daily Scrums

Time:

Location/Platform:

Duration: 15 minutes

9 Notes

Planning Meeting Notes

10 Team Agreement

Commitment

We commit to delivering the selected user stories by the end of this sprint.

Scrum Master

Date

Team Member

Date

Team Member

Date

Team Member

Date