# Minutes of Meeting | Sprint Planning

**Meeting Details**

**Sprint Number:** [Sprint X]

**Date:** [DD/MM/YYYY]

**Attendees:** [List team members]

**Facilitator:** [Scrum Master/PO/Manager]

**Sprint Goals**

* [Goal 1]
* [Goal 2]
* [Goal 3]

**Sprint Backlog Items**

| **Task/User Story** | **Priority** |  | **Assignee** | **Estimation** | **Status** |
| --- | --- | --- | --- | --- | --- |
| [Task 1] | High |  | [Person] | [X Story Points] | To Do |
| [Task 2] | Medium |  | [Person] | [X Story Points] | To Do |

**Risks & Dependencies**

* [Risk 1] - **Mitigation Plan:** [Plan]
* [Dependency 1] - **Blocked By:** [External team/process]

**Action Items**

* **[Task 1]** - Owner: [Person] - Due Date: [DD/MM/YYYY]
* **[Task 2]** - Owner: [Person] - Due Date: [DD/MM/YYYY]