
Backlog Grooming Meeting

Generated by [Hypercontext.com](https://hypercontext.com)

Use this agenda template to prioritize and align on what's outstanding for projects, as well as what's coming down the pipe for the next sprint.

What wasn't completed that needs to be completed? (5 min)

Summary:

Next Steps:

What came up that needs to be fixed? (10 min)

Summary:

Next Steps:

What needs to get done to move our platforms forward? What's the highest priority? (10 min)

Summary:

Next Steps:

What's something that could come down the pipeline that could ruin everything? (5 min)

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared