

---

# 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