
Sprint Planning Team Meeting

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Let's talk about what wasn't done, what needs to get done and issues/concerns along the way.

BIG PICTURE

- Goals / OKR / KPIs Checkin (Quick scoring ● ● ● 5 min)

Summary:

Next Steps:

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- Long-term projects Checkin (Quick scoring ● ● ● 5 min)

Summary:

Next Steps:

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LAST SPRINT

- What was completed last sprint? (5m)

Summary:

Next Steps:

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- Did anyone go above and beyond last sprint? (5m)

Summary:

Next Steps:

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- What wasn't completed last sprint? (5m)

Summary:

Next Steps:

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NEXT SPRINT

- Major Issues, Blocks & Bugs (5m)

Summary:

Next Steps:

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- Team capacity, updates & availability (5m)

Summary:

Next Steps:

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- Reprioritize and assign tasks/tickets for this sprint (30 min)

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

Summary:

Next Steps:

WRAP UP

Any other issues/concerns?

Summary:

Next Steps:

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