Jira's Sprint Planning Meeting

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Sprint Planning meetings are a critical part of the development process. This meeting template from Atlassian Jira's agile coaches, should keep everything on track. In the Sprint Planning meeting, the Scrum Master sets the stage by presenting relevant action items from the retrospective. Next, the product owner sets the tone from above by providing product or market updates. Following the debriefs, the product owner starts the actual planning conversation, by working with the development team to set a sprint goal and the work that will ensure the goal is met.

RETROSPECTIVE RECAP (5-10MIN)

- [ ] [Scrum Master] Discuss relevant action items from the retrospective

Summary: Next Steps:

PRODUCT AND MARKETING UPDATES (5-10MIN)

- [ ] [Product Owner] shares context around product and market updates

Summary: Next Steps:

PLANNING CONVERSATION (45-60MIN)

- [ ] Set the Sprint Goal

Summary: Next Steps:

- [ ] Confirm Velocity for team (Average Velocity, Team capacity, etc)

Summary: Next Steps:

- [ ] Walk through of stories suggested for the sprint. Discuss work required for each.

Summary: Next Steps:

RECAP & CONFIRM (5-10MIN)

- [ ] What each person is shipping by the end of the sprint?

Summary: Next Steps:

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- [ ] What each person is starting on?

Summary:	Next Steps:
_____	_____
_____	_____
_____	_____

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