

# Sprint Planning Template

PROJECT NAME

DATE

## SET THE GOAL

- What is the shared team goal for this sprint?
- What's the observable output for this meeting?
- How does the goal tie in to our strategy?

## DEFINE THE WORK

- Will the work be remote or in person?
- Will you open with an ice breaker?
- How will you choose the work that will satisfy the team goal?
- How will you make sure you have time blocked out to do the work?
- Is there anything else in the backlog that you can bring in?
- Do you want to add shoutouts or commendations?

## RETRO

- Did you achieve your meeting goal?
- What is one thing you can improve for the next meeting?