Refinement

# [Team Name] – Refinement Meeting

## March 1, 2024

## 10:00am – 10:35am

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| Meeting Purpose:Go through tasks that need additional details, identify points of confusion, and clear up any open questions. By the end of the meeting, the tasks that were discussed should be ready for assignment to team members.  |  |
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| 10:00 – 10:05 | Welcome | Team Lead |
| 10:05 – 10:20 | Task 1 (replace with task title)* Discuss task details.
* Decide whether or not to break task into more atomic parts.
* Expand the task/add important details.
* Set task difficulty and timeline.
 | All Members |
| 10:20 – 10:35 | Task 2 (replace with task title)* Discuss task details.
* Decide whether or not to break task into more atomic parts.
* Expand the task/add important details.
* Set task difficulty and timeline.
 | All Members |