Weekly Sprint Meeting

# [Team Name] - Meeting Title

## January 1, 2024

## 10:00am – 11:00am

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| Meeting Purpose: Discuss and learn from the past sprint. Get aligned on goals for the next sprint along with the task distribution for everyone. |  |
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| 10:00 – 10:15 | Discuss past sprint  * What went well? * What needs to be improved? * Was anything not completed/needs to be pushed to this sprint or refined again? | All Members |
| 10:15– 10:25 | Review backlog | All Members |
| 10:25 – 10:35 | Discuss main sprint goals | Team Lead |
| 10:35 – 11:00 | Assigned refined tasks | All Members |