Weekly Sprint Meeting

# [Team Name] – Weekly Sprint Meeting

## 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 – 10:20 | Discuss the last sprint* What tasks were completed?
* What went well?
* What could be improved?
* Was anything not completed/needs to be pushed to the next spring?
 | All Members |
| 10:20– 10:40 | Review (updated) Backlog for this week* Discuss overarching goals for the coming week and how the backlog tasks fit into that goal.
* Is there enough team bandwidth for everything in the backlog? Does anything need to be pushed?
* Are any unrefined tasks needed for this sprint?
 | All Members |
| 10:40 – 10:50 | Assign refined tasks | Team Lead |
| 10:50 – 11:00 | Review goals for the week and conclude meeting | Team Lead |