

Backlog Grooming Meeting

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Use this agenda template to prioritize and align on what's outstanding for projects, as well as what's coming down the pipe for the next sprint.

- What wasn't completed that needs to be completed? (5 min)**

Summary:

Next Steps:

- What came up that needs to be fixed? (10 min)**

Summary:

Next Steps:

- What needs to get done to move our platforms forward? What's the highest priority? (10 min)**

Summary:

Next Steps:

- What's something that could come down the pipeline that could ruin everything? (5 min)**

Summary:

Next Steps:
