

## Sprint Planning Team Meeting

Generated by [Hypercontext.com](https://hypercontext.com)

Let's talk about what wasn't done, what needs to get done and issues/concerns along the way.

### BIG PICTURE

- Goals / OKR / KPIs Checkin (Quick scoring ● ● ● 5 min)**

Summary:

---

---

---

Next Steps:

---

---

---

- Long-term projects Checkin (Quick scoring ● ● ● 5 min)**

Summary:

---

---

---

Next Steps:

---

---

---

### LAST SPRINT

- What was completed last sprint? (5m)**

Summary:

---

---

---

Next Steps:

---

---

---

- Did anyone go above and beyond last sprint? (5m)**

Summary:

---

---

---

Next Steps:

---

---

---

- What wasn't completed last sprint? (5m)**

Summary:

---

---

---

Next Steps:

---

---

---

### NEXT SPRINT

- Major Issues, Blocks & Bugs (5m)**

Summary:

---

---

---

Next Steps:

---

---

---

- Team capacity, updates & availability (5m)**

Summary:

---

---

---

Next Steps:

---

---

---

- Reprioritize and assign tasks/tickets for this sprint (30 min)**

Summary:

---

---

---

Next Steps:

---

---

---

**WRAP UP**

Any other issues/concerns?

Summary:

---

---

---

Next Steps:

---

---

---