**[](https://www.smartsheet.com/try-it?trp=11522&utm_source=integrated+content&utm_campaign=/content/iteration-planning&utm_medium=Iteration+Planning+Agenda+doc+11522&lpa=Iteration+Planning+Agenda+doc+11522&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)ITERATION PLANNING AGENDA**

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| --- | --- | --- | --- | --- | --- | --- |
| DAY AND DATE | | LOCATION | | | | |
|  | |  | | | | |
| MEETING TITLE | | | | START TIME | | END TIME |
|  | | | |  | |  |
| TEAM NAME | | | | FACILITATOR | | |
|  | | | |  | | |
| TEAM MEMBERS IN ATTENDANCE | | | | | | |
|  |  | |  | |  | |
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AGENDA

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| --- | --- | --- | --- |
| **ITERATION PLANNING AGENDA** | **ACTION ITEMS** | **PRESENTER** | **DURATION** |
| 1. Meeting Welcome and Beginning | Welcome, review meeting purpose, communicate the timebox for the meeting and start the clock. | Facilitator |  |
| 1. Preliminary Iteration Goal | Share the goal for discussion, determine the focus of the upcoming iteration. | Product Owner |  |
| 1. Status Update | Discuss issues from the previous iteration and new information impacting this iteration. | Development Team |  |
| 1. Velocity | Share the velocity from the previous iteration and decide what velocity to use. | Facilitator |  |
| 1. Team Capacity | Calculate the capacity for each team member, including their availability. | Development Team |  |
| 1. Team Issues | Record any team member concerns. | Facilitator |  |
| 1. Definition of Done | Review the requirements that all user stories must satisfy. | Product Owner |  |
| 1. Product Backlog Items | Determine the high-priority and best suited backlog. | Development Team |  |
| 1. Size the Stories | Estimate the effort needed to complete each story. | Development Team |  |
| 1. Select User Stories | Decide which user stories fit within the team’s capacity for the iteration. | Development Team |  |
| 1. Acceptance Criteria | Define how each feature or task meets the PBI objectives to be considered complete. | Development Team |  |
| 1. Tasking | Self-assign tasks for each team member to own. | Development Team |  |
| 1. Estimate Ideal Hours | Estimate the ideal hours each task will require. | Development Team |  |
| 1. Dependencies and Assumptions | Share any dependencies and assumptions for each task. | Facilitator |  |
| 1. New Team Issues | Check in for additional or new team concerns. | Facilitator |  |
| 1. Redistribute (Optional) | Re-allocate tasks from team members who have filled their capacity. | Development Team |  |
| 1. Finalize Iteration Goal | Review the preliminary iteration goal and make adjustments. | Full Team |  |
| 1. Commit | Agree to the iteration goal. | Full Team |  |
| 1. Adjourn | Celebrate the team and move to the next event. | Full Team |  |

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