**ITERATION PLANNING AGENDA**

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

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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