**Sprint Planning Report**

Sprints are the backbone of every great agile organization. Get your team ready with our template.

# Sprint Goal

*What is the main purpose of this sprint? Define key objectives below.‍*

# Sprint Backlog

*What user stories match the sprint goal? Share this with your team prior to the meeting so they can contribute. Break each user story down into individual tasks. Make sure each task has as much information as possible. Include important metrics.*

# ‍Epics to be Delivered

*List out the epics that we're planning to start or deliver during this sprint.‍*

# Scope of Work Clarification

*Revisit your definition of "done." Decide on the acceptance criteria that will be used to determine when each individual task is complete. Make sure all of this realistically aligns with your team's capacity.*

# Key Risks & Concerns

*What potential issues could come up based on the goal and sprint backlog? How can we solve them? Does the scope of work allot enough time for unexpected issues*

# ‍Notes and Takeaways

*What were the main insights and discussion points from this sprint planning session?‍*

# Take Action

*Get verbal confirmation from your team about the next steps to be taken. Clarify who's completing them and when they should be done by. Note this information here to share and assign.‍*

# Follow-Up

*How will we keep in touch and stay up-to-date about progress? Should we schedule a follow-up meeting?*