**SPRINT PLANNING TEAM MEETING**

**Big Picture**

* Goals / OKR / KPIs Checking
* Long-term projects Checking

**Last Sprint**

* What was completed last sprint? (5m)
* Did anyone go above and beyond last sprint? (5m)
* What wasn’t completed last sprint? (5m)

**Next Sprint**

* Major Issues, Blocks & Bugs (5m)
* Team capacity, updates & availability (5m)
* Reprioritize and assign tasks/tickets for this sprint (30 min)

**Wrap Up**

* Any other issues/concerns?