**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11858&utm_source=template-word&utm_medium=content&utm_campaign=Scrum+Meeting+Agenda-word-11858&lpa=Scrum+Meeting+Agenda+word+11858)SCRUM MEETING AGENDA TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |
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|  | |  | | --- | | Teacher outline | |  |  |  |  |  |  |  |  |
|  | DAILY STAND-UP (DAILY SCRUM) | | | | | | | |  |
|  | *Team members share what they worked on yesterday, what they plan to do today, and any obstacles they are facing.* | | | | | | |  |  |
|  | Discussion, notes, and comments. | | | | | | | |  |
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| |  | | --- | |  | | Run outline |  |  |  |  |  |  |  |  |
|  | SPRINT PLANNING | | | | | | | |  |
|  | *Discuss and prioritize backlog items for the upcoming sprint. Define tasks and estimates for each backlog item.* | | | | | | |  |  |
|  | Discussion, notes, and comments. | | | | | | | |  |
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| |  | | --- | |  | | Customer review outline |  |  |  |  |  |  |  |  |
|  | SPRINT REVIEW | | | | | | | |  |
|  | *Demonstrate completed work and gather feedback from stakeholders. Discuss what was achieved during the sprint.* | | | | | | |  |  |
|  | Discussion, notes, and comments. | | | | | | | |  |
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| |  | | --- | |  | | Magnifying glass outline |  |  |  |  |  |  |  |  |
|  | SPRINT RETROSPECTIVE | | | | | | | |  |
|  | *Reflect on the previous sprint. Discuss what went well, what could be improved, and potential action items for the next sprint.* | | | | | | | |  |
|  | Discussion, notes, and comments. | | | | | | | |  |
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|  | |  | | --- | | Users outline | |  |  |  |  |  |  |  |  |
|  | SCRUM OF SCRUMS (SCALED AGILE) | | | | | | | |  |
|  | *Representatives from Scrum teams provide updates on progress, identifying impediments and coordinating efforts.* | | | | | | |  |  |
|  | Discussion, notes, and comments. | | | | | | | |  |
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| |  | | --- | |  | | Folder Search outline |  |  |  |  |  |  |  |  |
|  | BACKLOG REFINEMENT (GROOMING) | | | | | | | |  |
|  | *Review and refine backlog items to ensure that you are well prepared for future sprints.* | | | | | |  |  |  |
|  | Discussion, notes, and comments. | | | | | | | |  |
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|  | |  | | --- | | Pencil outline | |  |  |  |  |  |  |  |  |
|  | PRODUCT BACKLOG REVIEW | | | | | | | |  |
|  | *Discuss changes to the product backlog and review new user stories and features.* | | | | |  |  |  |  |
|  | Discussion, notes, and comments. | | | | | | | |  |
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| |  | | --- | |  | | Checklist outline |  |  |  |  |  |  |  |  |
|  | RELEASE PLANNING | | | | | | | |  |
|  | *Discuss and plan the scope and priorities for upcoming releases.* | | | |  |  |  |  |  |
|  | Discussion, notes, and comments. | | | | | | | |  |
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|  | Online meeting outline |  |  |  |  |  |  |  |  |
|  | AD HOC MEETINGS (AS NEEDED) | | | | | | | |  |
|  | *Hold meetings to address specific challenges that arise during the project.* | | | | |  |  |  |  |
|  | Discussion, notes, and comments. | | | | | | | |  |
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