

# HOW TO... PLANNING MEETING

(Max 2hrs. per week of Sprint)

by Ruckworks, LLC



## Definition of Ready

- User Stories Defined & Sized
- Acceptance Criteria Identified
- Dependencies Identified

## Scrum Team ASSEMBLE!!!

- Product Owner (PO)
- Scrum Master (SM)
- Delivery Team (DT)

## Create Working Agreement

- Agreed upon Meeting Parameters

### Example:

- All meetings start on time
- Respect Others
- All members participate



## SM Reminds Team

- Definition of Done (DOD)
- Working Agreements
- Action Items from Retrospective

## PO Briefs Team

- Product Vision
- Release Goals
- Priority Backlog Items
- Planned Items for next 2 Sprints



## Delivery Team (assisted by PO & SM)

- Determines number of items to be completed
- Breaks down User Stories into tasks
- Reaches agreement to proceed

# BUILD

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