

Scrum Meeting Agenda Sprint Planning I © Peter Stevens		
Goal	Agree on the Scope of Sprint	
Participants	Product-Owner, Team, Scrum-Master	
Moderation	Scrum-Master	
Duration	1 hour / Sprint-Week	
Deliverables	Sprint Contract: Basic Parameters and the Sprint Backlog	
What	Who	Duration
1. Basic Parameters <ul style="list-style-type: none"> Start & End Date of Sprint Review & confirm definition of done Availability of team members. (Expected velocity) 	Scrum Master	5 to 10 minutes
2. Desired Scope <ul style="list-style-type: none"> Sprint Goal Present & discuss individual stories to be implemented, including acceptance criteria 	Product Owner and Team	3 to 5 minutes per story.
2a. Reserve for difficult stories		10 to 20% of time allotted for Desired Scope
3. Commitment <ul style="list-style-type: none"> Accept each story one at a time until the teams cannot accept any more stories 	Scrum Master and Team	One to two minutes per story.
4. Agreement <ul style="list-style-type: none"> Confirm the list of committed stories with the Product Owner 	Scrum Master	One or Two Minutes
Follow-Up	Scrum Master	After the meeting, confirm the Sprint Contract with the Product Owner

