



Preparation

- The product backlog is sufficiently refined and up to date so that the work can be selected for the next sprint
- The entire team is invited for the meeting
- The agenda is determined up front and available for all attendees
- Stakeholders and/or domain experts are invited if needed
- The Product Owner has a desired goal in mind for the next sprint
- The Definition of Done is up-to-date
- The feedback from the sprint review is taken into account and/or added to the backlog
- Action items from the sprint retrospective are added to the backlog if needed

Part 1: Why

- The Product Owner explains the purpose of the next sprint
- The team has a common understanding on why we are doing the next sprint. It's not just another timebox to finish some work items, but there should be a desired goal in mind

Part 2: What

- The capacity of the development team is set
- Work items from the backlog are selected (and optionally assigned) until the capacity of the team is full
- Each work item is clear for everybody in the team
- The sprint goal is finetuned based on the work that fits in the capacity of the team

Part 3: How

- For everything that is selected in the sprint, the team has a plan on how to implement it (functional design, technical design, tasks, ...)
- Dependencies with external parties, other teams or team members are identified and the team created a plan on how to manage these dependencies.
 - External parties: are we able to resolve the dependency during the sprint? What do we need from the external party? How can we make sure that the dependency doesn't become a risk?
 - Other teams: do we need a Scrum of Scrums? Will the other team plan the needed time in their sprint to work with us?
 - Team members: are they able to help us during the sprint? How will we divide the work during the sprint? E.g. design work that needs to be done before development can start, a team member from another team will help us with his/her expertise, ...
- If there are holidays, the team ensures there will not be a dependency when the team member leaves on holiday
- It is clear who will start working on which items
- The team has a practical plan on how to approach the work in the sprint