



Bi-Weekly Sprint Kickoff Agenda

Goals

- Retrospective
- Product Demo
- Estimation
- Decisions/Updates
- Sprint Planning

Retrospective

Topic	Notes
Shout-outs	<i>Who went above & beyond this sprint that we want to call out?</i>
Do More Of	
Do Less Of	
Actionable Next Steps	

Product Demo

- Give a demo of the work completed from the last sprint.

Team Updates

1. Upcoming PTO: *Who has vacation or time-off coming up soon?*
2. Sprint Survey: *Crema specific survey where we gauge the sentiment of the team over the duration of the sprint.*

Estimation

Review Priorities to Estimate:

- As needed, review epics and create subtasks for additional reviews, test case definition, etc.
- Review priorities in the backlog that require estimation.

Estimate Priorities:

- Review and estimate issues in the backlog that require estimation.
- Create subtasks as needed for additional review, test case definition, etc.

Sprint Planning

- As a team, select issues near the top of the Backlog* to work on this sprint. Assign issues to team member(s) who will work to complete the issue this sprint.
- Create subtasks for the assigned issues, including desired user testing and supplemental support tasks.
- As a team, review the selected issues and tasks to determine if the sprint plans are effectively planned and aligned:
 - Define the sprint goal as a team
 - Confirm alignment from team and client

*Product Backlog is an ordered list of everything that is known to be needed in the product. It is the single source of requirements for any changes to be made to the product." Find more information [here](#).