# Agile Sprint Planning

**Purpose:** This document is used by Agile teams to organize and plan sprint goals, define backlog items, and estimate the effort required for implementation during Sprint Planning meetings.

## Sprint Overview

**Sprint Name:** {sprintName}

**Sprint Duration:** {sprintStartDate} to {sprintEndDate}

**Sprint Goal:***{sprintGoal}*

## Team Information

**Team Name:** {teamName}

**Scrum Master:** {scrumMaster}

**Product Owner:** {productOwner}

## Sprint Backlog

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Backlog Item** | **Description** | **Assigned To** | **Estimate (Story Points)** | **Status** |
| {#backlogItems}{title} | {description} | {assignee} | {estimate} | {status}{/backlogItems} |

## Daily Standup Reminders

During the sprint, each team member should be prepared to answer:

{#standupReminders}

* {reminder}

{/standupReminders}

## Risks and Blockers

{#risks}

* **{summary}:** {description}

{/risks}

## Additional Notes

{additionalNotes}

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