Sprint Planning Notes Template

Notes from sprint planning: the sprint goal, the backlog items taken in with estimates and owners, capacity, and the risks that could move the goal.

Team	
Sprint	No. ___, from _____ to _____
Attendees	
Capacity	People available, days off, planned load

Sprint goal

One sentence: why this sprint matters.

Sprint backlog

No.	Item	Estimate	Owner	Notes / acceptance criteria
1				
2				
3				
4				

Total estimate vs capacity:

Not taken / moved back to backlog

Item	Reason

Risks and dependencies

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Questions to clarify

Question	Who clarifies	By when

How to fill it in

- **The goal is agreed before the meeting ends.** Items serve the goal, not the other way round.
- **Only items with clear requirements go in.** Unclear ones go to "Not taken" with a reason.
- **Compare total estimate with capacity** so overcommitment is visible on paper.
- **Risks name what could move the goal,** e.g. a dependency on another team.