

Team Name: \_\_\_\_\_

Sprint#: \_\_\_\_\_

Sprint # _____ Date Range		Initial Plan					Executed				
		Ind Tasks	Total Time	Group Tasks	Total Time	Total Hours	Ind Tasks	Total Time	Group Tasks	Total Time	Total Hours
Team	Member										
Team:											
					<b>Total:</b>					<b>Total:</b>	

Scrum Master: \_\_\_\_\_

**Sprint Planning Checklist:**

- \_\_\_ Stories Well Defined ready for Customer Review (documented in repository)
- \_\_\_ Initial Tasks counts tallied (here) with hours & ownership
- \_\_\_ Each Team member has sufficient number of Tasks & Hours
- \_\_\_ Test Cases documented (in repository with Stories) ready for Customer Review (by early 2nd week)
- \_\_\_ Completed Tasks are marked with name and actual hours
- \_\_\_ Additional Tasks in Backlog