

Sprint Planning Meeting Minutes:

Attendees: <Enter Attendees' Names>

Start time: <Enter the start time of the meeting>

End time: <Enter the end time of the meeting>

After discussion, the velocity of the team was estimated to be <Enter the estimated team velocity>.

The product owner chose the following user stories to be done during the next sprint. They are ordered based on their priority.

- User Story <Enter the number and title of the user story>

The team members indicated their willingness to work on the following user stories.

- <Enter Team Member Name>
 - User Story <Enter the number and title of the user story>
 - ...