Remote Sprint Planning Meeting Checklist

Before

- Refine and prioritize product backlog items
- Review outcomes from the previous sprint
- Draft a clear, remote-friendly sprint goal
- Ensure estimates exist for top items from the product backlog
- Confirm capacity and availability across time zones

During

- Align on the sprint goal as a team
- Review and refine selected backlog items
- Break down large or vague stories
- Estimate collaboratively using story points
- Discuss blockers, risks, and cross-time-zone dependencies
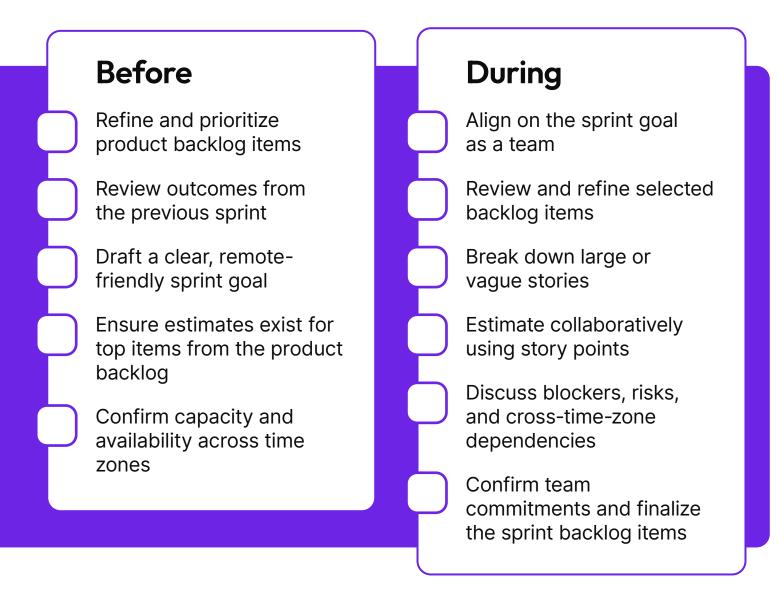- Confirm team commitments and finalize the sprint backlog items

After

- Document and share the sprint planning meeting agenda
- Update your tracking board (e.g., Jira, Trello, Linear)
- Share notes and decisions with stakeholders
- Set async expectations for check-ins and daily standups