**6.2 Planning**

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| Input | Prioritised product Backlog | Output  A clear understanding WHAT needs to be done and HOW it will be done |  |
| Participants Team  Optional: additional Experts if needed |  | Frequency/ Duration  Once per Sprint, max 2 hours for each week in the Sprint |  |
| Typical Agenda | | | |
| Select the Items with the highest priority: | | | |
| Detailed planning of the Items (HOW) by breaking them down into individual Tasks | | | |
| Commitment: the team commits to delivering the Items by the end of the Sprint. | | | |