

RESEARCH SPRINTS

Pre-Sprint Introductory Meeting Agenda *[meeting date]*

1. Introductions

a. What is your skill set?

[Have each team member describe their skills related to the Sprint]

b. How do you envision your role in the Sprint?

[Have each team member describe how they envision their role in the Sprint]

2. Fill out Project Scope & Work Plan

a. Review of the Sprint proposal

[If not all team members read the proposal and materials shared by faculty member, a more thorough review of the proposal may be necessary.]

3. Overview of the Sprint week

a. *[Add week overview schedule here]*

4. Team Schedule for the Week

a. *[Fill out the Schedule of the Week form with specifics for your team.]*

5. Sprints Location

a. *[Add sprints meeting location(s) here]*