Agile Project Team Checklist

1. Team Setup

☐ Clearly defined roles and responsibilities ☐ Team members onboarded ☐ Product Owner assigned ☐ Scrum Master/Agile Lead assigned ☐ Access to required tools and systems

2. Backlog Preparation

☐ Product backlog created ☐ Backlog items prioritized ☐ Acceptance criteria defined ☐ Dependencies identified

3. Sprint Planning

☐ Sprint goal established ☐ Sprint backlog created ☐ Team capacity assessed ☐ Tasks estimated and assigned

4. Daily Standups

☐ Daily meetings scheduled ☐ Blockers discussed and tracked ☐ Progress updated

5. Review & Retrospective

☐ Sprint review held ☐ Demo to stakeholders conducted ☐ Retrospective meeting held ☐ Action items from retro tracked

6. Notes

Add notes or action items here...