**Product Backlog Refinement Meeting**

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| **Date** |  |
| **Meeting lead** |  |
| **Attendees** |  |
| **Purpose** | Define the objective of the meeting. |
| **Agenda** | * List key discussion items
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**Product backlog overview**

* Insert images or link to the current product backlog.

**Notes**

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**Discussion**

1. **Strategy review**
	* Briefly review current product goals and initiatives.
2. **How do backlog items align with strategy?**
	* Adjust scoring and priority based on strategic alignment.
3. **What are the top features in the backlog?**
	* Discuss business and customer needs.
4. **Do we understand why these backlog items are a priority?**
	* Allow questions or feedback on priorities.
5. **How long will it take to build these features?**
	* Talk about high-level estimates. Break down any features that are too large.
6. **Deadlines and upcoming work**
	* Discuss timing and next steps for top backlog items.

**Action items**

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| **Description** | **Person responsible** | **Due date** |
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