Good morning, team! Welcome to our sprint planning session. Today’s agenda is packed, so let’s dive right in. We’re aiming for a 2-4 hour window to decide on the sprint goal, sub-goals, and methods/tasks to reach them.

**Setting**
A spacious room arranged to facilitate brainstorming, discussion, and visualisation.

**Who**
SCREAM team and Transformation Owner

**Typical Sprint Planning Session Script for SCREAM**

**Introduction & Agenda Overview**
10 minutes
- We’ve got feedback and input from our partners to integrate.
- We will ideate based on our previous findings.
- Define our new sprint goal.
- We’ll break this down into user stories, tasks, and prioritize them on our Kanban Board.
- Our Transformation Owner will then confirm our roadmap.

**Partner Input Review**
20 minutes
Based on the feedback from our partners, here are the key points...
The team’s ‘tracker’ presents partner inputs.

**Ideation Session**
30 minutes
Remember our last findings? Let’s brainstorm how we can translate them into actionable concepts.
*Team engages in a brainstorming session.*

**Sprint Goal Definition**
20 minutes
Given our ideation, what do we want to achieve in this sprint?
*Team discusses and finalises a clear sprint goal.*

**Task Breakdown**
30 minutes
Now, let’s transform our sprint goal into research questions, design goals, and tasks.
*Team collaborates to break down the sprint goal.*

**Selecting Research & Design Methods**
20 minutes
Considering our user stories, which research and design methods should we employ?
*Team discusses and selects appropriate methods.*

**Structuring & Prioritising Tasks on Kanban Board**
20 minutes
With our tasks listed, let’s prioritise and structure them on our Plan Board. What’s urgent? What’s important?
*Team structures and prioritises tasks, placing them visibly on the Kanban Board.*

**Confirmation by Transformation Owner**
30 minutes
Thank you for your efforts. Let me review our roadmap...
*Transformation Owner reviews and provides feedback or confirmation.*

**Wrap-Up and Next Steps**
10 minutes
Fantastic work, team! We have our direction set. Let’s remain agile, communicate openly, and remember our ultimate goals. Any final thoughts before we conclude?
*Team shares any last-minute insights or questions.*

**Task Specification and ‘Definition of Done’**
40 minutes
Time to get granular. Let’s dissect these general tasks into specific tasks. And agree on what we consider as ‘definition of done’ for each task.
*Team collaborates to create a comprehensive list of specified tasks and definitions of done.*