| Software Release Planning Minutes  Date: |            |             |       |
|--|------------|-------------|-------|
|  |            |             | Time: |
| Location:                                |            |             |       |
| Attendees                                |            |             |       |
| •  |            |             |       |
| •  |            |             |       |
| Agenda                                   |            |             |       |
| •  |            |             |       |
| •  |            |             |       |
| Discussion Items                         | S          |             |       |
| Topic                                    | Discussion | Owner       |       |
| Release Scope                            |            |             |       |
| •  |            |             |       |
| •  |            |             |       |
| Milestones & De                          | adlines    |             |       |
| Milestone                                | Deadline   | Responsible |       |
| Risks & Mitigation                       | one        |             |       |
|  |            | _           |       |
| Risk                                     | Mitigation | Owner       |       |
| Action Items                             |            |             |       |

**Due Date** 

Owner

**Action** 

| N  | otes |
|----|------|
| 17 |      |