

Refinement Checklist

How to align your team and
create value at every step

- 📌 Step 1: Backlog Preparation
- 📌 Step 2: Refinement Meeting Preparation
- 📌 Step 3: Refinement Meeting Conduction



Let's go!



Step 1: Backlog Preparation

The first step is the Backlog Refinement. Lay the groundwork by ensuring the backlog is ready for meaningful and efficient team discussions.

- ✓ The backlog only contains backlog items that are still relevant and create value for the user.
- ✓ All items are prioritized. Always remember: If everything is priority 0, nothing is priority 0.
- ✓ Items lacking crucial information have been refined with the responsible developers.
- ✓ Each backlog item meets the DoR and has the information necessary for further discussion

Tip: Use an AI tool like [Product Copilot](#) or a fitting [ChatGPT prompt](#) to transform unprecise items into well-structured, clear tickets.



Step 2: Refinement Meeting Preparation

Great, your backlog is ready! Now ensure your team is prepared for a focused and productive session. Good preparation prevents wasted time.

- ✓ The right team members have been invited to participate in the meeting.
- ✓ The items to be discussed have been critically selected.
- ✓ Last-minute items lacking detail are excluded from the refinement process.
- ✓ The team has been informed which items will be discussed in the refinement.
- ✓ A facilitator for the meeting has been chosen.



Step 3: Refinement Meeting Conduction

You're ready for the Refinement Meeting with your team. Keeping discussions focused not only makes your team happy, but ensures real value for the product.

- ✓ Technical discussions are kept in check – the focus is on clarity, not implementation.
- ✓ Estimations are made with the team to reveal potential misalignment.
- ✓ Decisions are documented – because without documentation, decisions might as well not exist.

This is how happy your devs will be in the next refinement

