

Scrum master will be responsible for facilitating all scrum ceremonies. The following scrum ceremonies are designed to improve collaboration, productivity, and transparency within the team. All team members are expected to attend and participate in these ceremonies.

Sprint Planning

This ceremony will occur every two weeks and the sprint will start at the conclusion. During this ceremony, the team will discuss deliverables in the upcoming sprint, review and finalize items in the sprint backlog, and set sprint goals.

Daily Standup

This ceremony will be a quick five minute discussion that occurs at the start or end of meetings on Tuesday and Thursday. The team will go through the Jira board and each team member will give updates on their ticket(s). The goal of this meeting is to synchronize the team by sharing progress towards the sprint goal and identifying obstacles. An example format for the meeting can be: what I did yesterday, What I will do today, Are there any blockers?

Sprint Review

This ceremony will occur towards the end of the sprint and it will occur on Tuesday during the sponsor meeting. The goal of this ceremony is to review the team's progress, gather feedback, and confirm alignment with sponsor needs. During this meeting, team members will discuss the achievement of the sprint and show progress made to the sponsor.

Sprint Retrospective

This ceremony will occur at the end of the sprint and it will be on Thursday. The goal of this ceremony is for the team to reflect on the sprint. The team will share their thoughts on the sprint, what went well and what needs improvement.

Standard and quality practice

Code review agreement document has been created to set standards for code development. The document defines rules that ensure consistency and quality, all developers must follow the rules.

Tools

The team will utilize Jira and discord for task management and communication. Jira will contain all tasks regarding the project and it will be utilized to plan and run sprints. All team members are expected to update their tickets in Jira. Discord will be the team's main source of communication within the team.

Metrics and measurements

Sprint velocity will be used to measure and reflect the team's capacity and productivity. This metric will help the team forecast future work and it enables the team to effectively plan sprints.