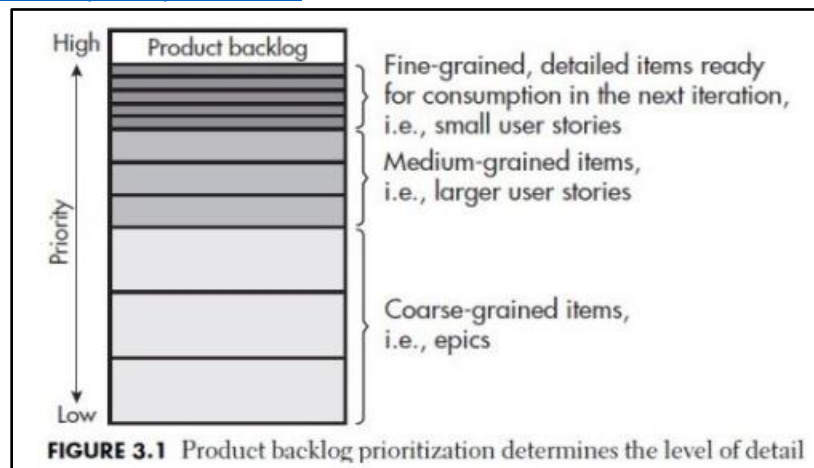


Scrum Event Quick Reference Document for SE1

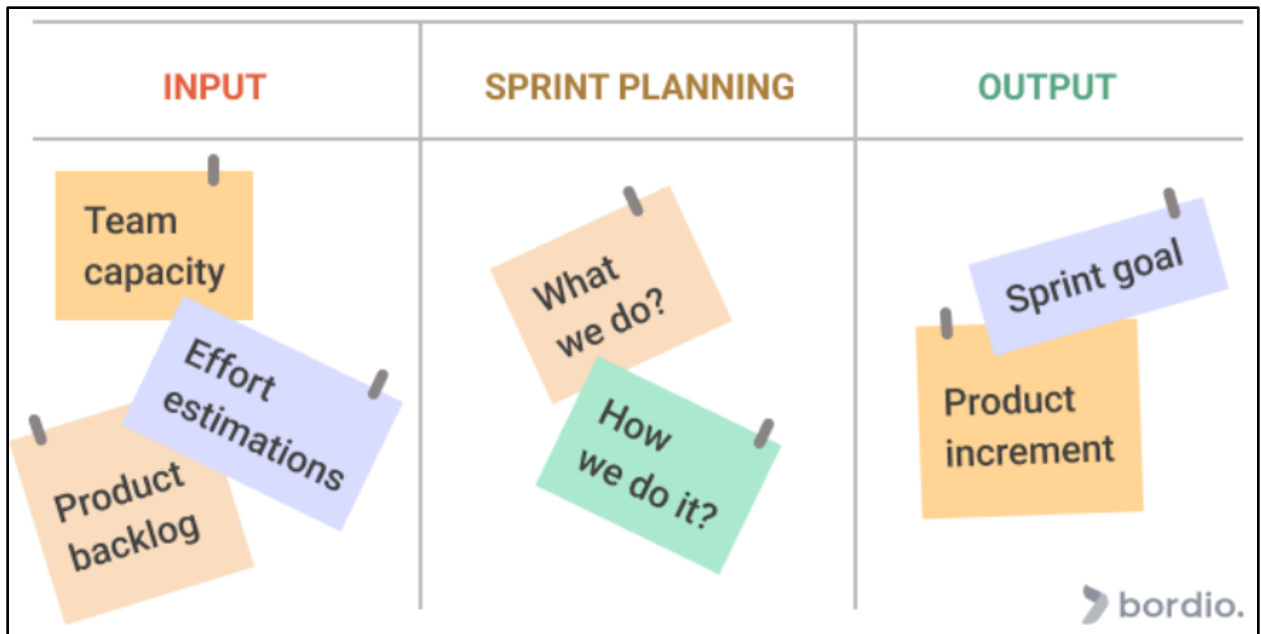
Sprint Grooming (Agile 2,4,8)

- Refine PBI's until each one can be done in a single sprint.
- Document them to where the team can understand them (user stories, high level design, words behind the words).
- Prioritize in the order of importance to the business.
- Priority order is optional, depending on technical dependencies and the Product Owner's preference.
- [difference-between-priority-and-order](#)



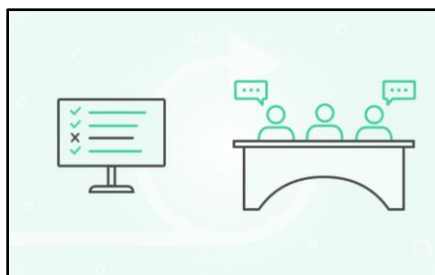
Sprint Planning (Agile 2,4,6,8,11)

- The PO will decide the goal for each sprint prior to the sprint and then the whole team agrees on it; the goal decides the context for tasks within the sprint for when decisions need to be made during the sprint; order work with that in mind.
- The PO will pull the PBI's that will accomplish that goal and can be accomplished in one sprint
- The dev team organizes the Sprint backlog to have most important tasks to the goal to the top of the list.
- Developers decide what they want to work on based on team skills/experience and the priority of the tasks.
- If a task is finished early, developers will ask the PO for another task from the Product backlog based on what will most directly apply to the current sprint goal, or if none, then what PBI's can reasonably be done within the current sprint, such as bug fixes, research, etc.



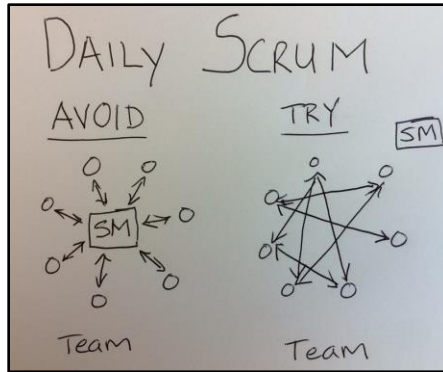
Sprint Review (Agile 1,2,3,5,6,7,9,12)

- This is the time to present working code to the Product Owner.
- The PO will run the application.
- The dev team presents what they've done and the PO decides the Acceptance Criteria.
- Look ONLY at working software.
- Don't talk about what didn't get done; there should be no troubleshooting happening during the review.
- What the PO decides meets the acceptance criteria gets pushed through to the main product.
- What the PO decides does not meet acceptance criteria gets put back into the product backlog or deleted.
- What didn't get done or if the time estimates are off should be discussed in the Retrospective.



Daily Scrum (Agile 2,4,5,6,8,10)

- Facillitated by Scrum Master, should not be longer than 15 minutes.
- Everyone should get a chance to speak.
- 3 q's: What did you do before the meeting, what do you plan to work on today, what are your obstacles?
- This is the time to figure out where to put resources and to ask for assistance.
- No troubleshooting, that gets "parked" until after the meeting.



Sprint Retrospective (Agile 5,6,8,9,12)

- Everyone individually goes over the things they did well and things they feel could have gone better.
- This is the time to look back on time estimates and decide if they were accurate or not.
- The Scrum master will choose 1-2 action items from what could have gone better for the team to work on.
- Items from past retrospectives will be documented to ensure that the team continues to work on them, no regression.

