**2-5 Journal: Scrum Master**

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* **How would you plan to execute the various Scrum events, such as the Sprint Planning, Daily Scrums, Backlog Refinement, Sprint Review, and Sprint Retrospective?**
  + Sprint Planning:
    - Prior to every sprint, the team consisting of the product owner, testers, developers, and myself as scrum master will meet to plan the upcoming sprint. This is necessary to ensure each sprint is completed efficiently and on time. During this meeting we will review the potential stories that will be part of each sprint. Priority and revisions will be looked at during this time. With the teams input, we will decide how many of the stories presented we will be able to complete. During the second part of the meeting, the team will define the tasks that need to be completed and also plan on how the tasks will be allocated amongst the team. We will take the product owners priorities into account, but the team has the ultimate decision as to what the true priority is.
  + Daily Scrums:
    - During the daily scrum meeting, I will ask each member of the team the following questions: 1) What did you accomplish yesterday? 2) What are you going to accomplish today? 3) What obstacles are in your way?. With these questions we will be able to gain insight as to what has been completed, what is slated to be completed, and any obstacles that might hinder the teams efforts. I will work on any obstacles so the team can focus on the project. I will ensure that these meetings are kept on track and kept to the timetable.
  + Backlog Refinement:
    - The backlog will be refined throughout the entire process. The product owner will be responsible for defining and managing the product backlog with the help of the scrum master. As items are completed, they will be removed from the queue and as issues or new items present themselves, they will be added to the queue. We will also reassess the priority of the stories and reassign if necessary.
  + Sprint Review:
    - During the sprint review, the team will present the finished work to be approved by the product owner. The sprint review of each story will take place as soon as each one is completed. This will ensure that if there are any concerns from the product owner, we will be able to address in a timely manner. Prior to the review, all defects will be addressed unless the product owner approves a deferment of the solution to a later sprint.
  + Sprint Retrospective:
    - The sprint retrospective will take place after each sprint to review the previous sprint. We will review what went well, what went wrong, and what we could do to improve the next sprint. This is an important step that is crucial to continuous improvement and helps ensure that issues do not repeat themselves resulting in delays.
* **Why do you think these events are so important?**
  + All of these events are important to the success of the project because they help ensure that everything runs smoothly and help address any issues that might arise. With each sprint planning we ensure that the team is advised as to what the customer expectations are and make sure everyone understands what needs to be completed to have a successful product. Each daily standup will help ensure that tasks are on time and going as planned, also provide time to address any issues that come up. Each sprint review will help ensure that the work completed is inline with the customer’s expectations. Each sprint retrospective helps the team learn from mistakes that were made and what worked to help ensure that future sprints go smoother.
* **What would you want the team to gain from them?**
  + My hope/plan is for each team member to learn from each step of the process. The team should learn what is all needed, who does what, how their work affects others on the team or other parts of the project, and how they can improve their work to help align all parts of the project.
* **How would you ensure the events achieve those goals?**
  + In order to achieve our goals, I would stress the need for communication and commitment to the project. If the team is communicating all of the major points, successes, and issues, then the team can respond accordingly to ensure project success. Commitment is key to keep all tasks on track with little to no distractions, especially if the project has a short timeline. When a team member commits to task with a specific deadline, it is imperative that the team member stays on task and meets that deadline.