Danny Forte

CS-250-13282-M01

Scrum Master Journal

November 10,2024

Scrum Master Journal

As the Scrum master I have many responsibilities, and I need to be able to adjust and adapt to the ever changing needs of the team and assignment. The first thing I accomplish is to make sure there is a Sprint planning meeting. This meeting should take no more than 8 hours. This is when we decide how long the sprint will last based on how much time we want between feedback and review. The sprint can be anywhere from one week to one month and will vary based on many factors. The sprint timeline should include some relax time to allow for obstacles that we cannot anticipate. This is also when we will discuss the objectives of the product owner and if there are any dependencies within the tasks or team. The entire team will review the backlog and create a sprint backlog that supports our goal. This meeting is important to ensure there is a set of goals for the sprint, and that everyone on the team has input to our sprint goals. This helps to motivate the team and allows them to be creative and work at their best.

Now that we have our sprint planned I need to ensure that we are having our daily scrum meetings. These need to happen at the same time and same place daily and are done without distractions. This allows for a consistent approach and ensures they are productive. My main function in these meetings is to ensure we adhere to our 15 minute time box, and that everyone discusses at least the 3 questions. This helps the team to understand who is working on what, what has already been completed and if there are any obstacles or impediments holding us back. This promotes open communication, self accountability, creativity and allows the team to work at their best.

After the sprint has completed there will be a Sprint review. This meeting is when the stakeholders and the full scrum team can get together to inspect the completed work and talk about what challenges they faced, what they learned during this sprint and the backlog can be defined. The team will determine what features will be released next. This meeting allows the stakeholders to see how the project is progressing, it allows them the ability to give feedback and ask for any adjustments they see fit. This is how we make sure we deliver the best possible product, on time and on budget.

The next thing on my agenda is the Sprint Retrospective. This is for the development team and it allows them time to talk about what worked and what didn't. They can discuss how the team worked together and what works best for them, and their working style. It also allows them time to talk about new ideas for improvement. While the team can implement changes at any time this is a time when the team as a whole can talk about these ideas without any distractions.

References

*How Scrum Event Timeboxes make your Team More Effective*. (n.d.). Scrum.org. https://www.scrum.org/resources/blog/how-scrum-event-timeboxes-make-your-team-more-effective‌

*What are the 3 Important Questions in Daily Scrum?* (2018). Visual-Paradigm.com. https://www.visual-paradigm.com/scrum/3-daily-scrum-questions/

‌