

	Points	Actual	Possible	Participants	Role				Review
	Members		10						
		0		Jose Diaz					
		10		Eurin Tanaka	SM				
		10		Kaung Khant Thaw	TL				
		10		Julio Villegas	TC				
		10		Daniel Wu	PO				
		Actual	Possible						
	Group	28	40						
	Product Backlog								
		5		5 single list (includes stories and features) - prioritized					
		2		3 all stories tie to feature					
		0		2 top (and just top) groomed					Groom top 20% of features
			Good to have	(entries have notes) (bugs included)					
	Sprint Backlog								
				Exists, appropriate columns/tracking method					
				- tasks flow through IP to done					
		4	5	- everything after "To Do" is assigned to someone all entries are story or tie to story					
				- no features, only stories and tasks					
				- if a story is broken into tasks, no entry for story - Tasks as needed					
				- (Bugs included)					
	Grooming Meeting								
		0	5	Happened					
				- Planning Poker					
	Sprint Planning								
		3	5	Happened					Please setup team norms
				- Stories are added based on "Can we add it?" question to the team					
				(For iteration - 0, considering team norms if you haven't done sprint planning)					
	Sprinting								
		4	5	Daily Scrums					
				-notes					
	Demo								
		5	5	happened					
				- based on stories, not just "show us"					
				- PO accepted stories					
				- Things removed from PB					
				- SB cleared out					
				- If anything is not accepted, notes are added as to why					
	Retro		5	5 happened					
				- live meeting (not just "sent in notes")					
				- (people participated)					
				Results written					
				- things that went well					
				- things that could have gone better					
				going to change					
				- did all tasks get done? If not, any insights?					