As the Scrum Master of the team developing the SNHU Travel Application, I plan on conducting the Sprint Planning by setting up a meeting with the developers and Product Owner once per sprint and identifying the work that the team should focus on. This will help us to have a clear objective of the sprint, track our product backlog items and assign the appropriate tasks to each team member. Daily Scrum is a meeting that the development team will partake in with me every day for around 15 minutes. Here the team will discuss their goals for the day, what they achieved the day before and callout any blockers they are facing. This is a very effective way to ensure the team is on the same page and helps improve communication and collaboration within the team. It also allows us to divert resources to fix any blockers to ensure that the sprint meets its goal.

Backlog refinement is something I plan on having once per iteration, with the product owner and some key members of the team. The team will greatly benefit from this as this will help us break down the stories and product backlog into smaller and easier to accomplish tasks. The Sprint Review will be held at the end of the sprint, I will include the entire Scrum team, and select key stakeholders of the product. This will give us an opportunity to show the work done by the team and receive any feedback from the stakeholders. Lastly, I will hold Sprint Retrospective which will be attended by the Scrum team at the end of an iteration. Here the team will be provided with a safe space to speak about their experience on the previous sprint, what they were pleased to accomplish, what did they not like about the sprint and how we can avoid the problems and hurdles faced by the team going forward.

This process will benefit the team immensely overall, as this will ensure a good work cycle for the team where everyone will be involved in each process and the team will have a common understanding of the goal. This will also ensure the team has enough bandwidth to help each other and they are able to voice their opinions about the workflow and work together to solve any problems that may arise. As the Scrum Master, I will participate in each of these events and be the primary driver of discussion, and encourage everyone to speak their mind and contribute to the discussion at hand.

Resources:

Kitch, B., & Person. (2024, May 7). *Sprint planning: How to ace your sprint planning meeting: Mural*. RSS.  
 [https://www.mural.co/blog/sprint-planning](https://www.mural.co/blog/sprint-planning%20)

Daily Scrum meeting - A quick guide.   
[https://www.visual-paradigm.com/scrum/daily-scrum-meeting-quick-guide/](https://www.visual-paradigm.com/scrum/daily-scrum-meeting-quick-guide/%20)

Cohn, M. (2023, September 26). *Product backlog refinement*. Mountain Goat Software. [https://www.mountaingoatsoftware.com/blog/product-backlog-refinement-grooming](https://www.mountaingoatsoftware.com/blog/product-backlog-refinement-grooming%20)

What is a sprint review? definition, purpose, and template. (n.d.). [https://www.nuclino.com/articles/sprint-review](https://www.nuclino.com/articles/sprint-review%20)