

# *Agile – Scrum Meeting Guide*

## About this document

This document provides a general overview of how meetings will be run in this agile project. While rules of agile are the same, each company implements agile differently based on their needs, goals and resources. This also affects how the meetings take place. In this document we will explain the general purpose for each type of meeting. We will also explain what is specific about this project.

During this project, optimally, all events are held at the same time and place to reduce complexity. After announcing our meeting times by your SM, **we will not change the meeting days and times if there is no crucial reason.** The meetings are:

## 1. Sprint Planning

**Attendees:** Product Owner, Scrum Master, Developers (including Testers), any others to provide advice (if needed)

**When:** At the beginning of the Sprint

**Duration:** 1-4 hours

**Purpose:** The main idea of Sprint Planning is:

- to agree on the goal for the current Sprint and Sprint Backlog,
- to talk on User Stories and learn more about them,
- to give estimation points to User Stories which are prioritized by the Product Owner,
- to assign each User Story to each Developers and Testers to work on during the Sprint.

It's not only about communicating requirements but about learning, defining options, and making decisions together as a team. **During the Sprint Planning meeting, the meeting coordinator describes the highest priority features to the team. The team asks enough questions that they can turn a high-level user story of the Product Backlog into the more detailed tasks of the Sprint Backlog.** The team gathers and starts to pull items from their Product Backlog into the Sprint Backlog. The team needs to carefully consider how many items to take on, as they will make a commitment to completing each item on the Sprint Backlog before the Sprint ends.

Through discussion with the **Product Owner**, the Developers select items from the Product Backlog to include in the current Sprint. The Scrum Team may refine these items during this process, which increases understanding and confidence. Selecting how much can be completed within a Sprint may be challenging. However, the more the Developers know about their past performance, their upcoming capacity, and their Definition of Done, the more confident they will be in their Sprint forecasts.

**Sometimes (but not always) the Scrum Master or Product Owner and the Scrum Team will use this session to estimate stories and assign story points (grooming).** Poker games will be our User Story points estimation strategy. For determining the points, t-shirt size method (S,

M, L) and fibonacci numbers will be used. The user story of more than 8 points will be broken down into 2 or more user stories.

Finally, during Sprint Planning, the Team also collaborates to choose a Sprint Goal, which helps team members to clarify the purpose behind this particular Sprint. Choosing a Sprint Goal is key for a Team's productivity, so Scrum Teams should not neglect it.

**To sum up, a Sprint Planning Meeting is held to define Sprint Goal, to learn User Stories better, to estimate user story points which are prioritized by the Product Owner, to assign user stories to Developers to work on during the Sprint.**

Sprint Planning is timeboxed to a **maximum of 4 hours for a 2-week Sprint**.

## 2. Daily Scrum (Stand up)

**Attendees:** Scrum Master, Developers

**When:** Each day of work (generally in the morning)

**Duration:** 15 minutes (max)

**Purpose:** The purpose of the Daily Scrum is to inspect progress toward the Sprint Goal and adapt the Sprint Backlog as necessary, adjusting the upcoming planned work.

The Daily Scrum is a **15-minute event** for the Developers of the Scrum Team. To reduce complexity, it is held at the **same time and place every working day** of the Sprint. The **meeting** is held with the whole team standing up so as to not prolong the **meeting** more than 15 minutes. Each member of the **Scrum** Team is expected to answer:

**“What did I do yesterday? What will I do today? Any blockers?”.**

**Each member of the Scrum Team should take no more than 2 to 3 minutes to answer these questions.**

Daily Scrums improve communications, identify impediments, promote quick decision-making, and consequently eliminate the need for other meetings.

The Daily Scrum is not the only time Developers can adjust their plan. They often meet throughout the day for more detailed discussions about adapting or re-planning the rest of the Sprint's work.

Common mistakes during Daily Scrum meetings: Discussing things that are not related to other people's work in any way, too lengthy speeches, teammates could engage in problem solving or get into elaborate discussions, inconvenient time, not raising blockers. We call them parking lot items.

## 3. Sprint Review (Demo)

**Attendees:** Product Owner, Scrum Master, Developers, Client (if needed), or other stakeholders (if needed)

**When:** At the end of the Sprint

**Duration:** 1-4 hours

**Purpose:** The purpose of the Sprint Review is to inspect the outcome of the Sprint and determine future adaptations. **The Scrum Team presents the results** of their work (demo) **to key stakeholders** and progress toward the Product Goal is discussed.

**The Sprint Review ceremony has 3 main objectives: Team demonstrates their finished work to the Product Owner and/or stakeholders, discusses any feedback and business context for this project, updates the Product Backlog based on the discussion.**

During the event, the Scrum Team and stakeholders review what was accomplished in the Sprint and what has changed in their environment. Based on this information, attendees collaborate on what to do next. The Product Backlog may also be adjusted to meet new opportunities. **The Sprint Review is a working session, and the Scrum Team should avoid limiting it to a presentation.**

The Sprint Review is timeboxed to a **maximum of 4 hours for a 2-week Sprint.**

## 4. Sprint Retrospective

**Attendees:** Scrum Master, Developers

**When:** At the end of the Sprint

**Duration:** 1 Hour (max)

**Purpose:** To discuss: **“what went well, what went NOT well, how to improve?”**

The purpose of the Sprint Retrospective is to plan ways to increase quality and effectiveness. The Scrum Team inspects how the last Sprint went with regards to individuals, interactions, processes, tools, and their Definition of Done. The Scrum Team discusses what went well during the Sprint, what problems it encountered, and how those problems were (or were not) solved.

The Scrum Team identifies the most helpful changes to improve its effectiveness. The most impactful improvements are addressed as soon as possible. They may even be added to the Sprint Backlog for the next Sprint.

The Sprint Retrospective **concludes the Sprint**. It is timeboxed to a **maximum of 1 hour for a 2-week Sprint.**

Sprint Planning	The goal of the Sprint User Stories. Points Which US to work on?
Daily Scrum	What did I do yesterday? What will I do today?

	Any blockers?
Sprint Review (Demo)	“Done” functionalities Updated Product Backlog Current market conditions, timeline, budget, and etc. Next Sprint Planning date
Sprint Retrospective	What went well? What did NOT go well? How to improve?