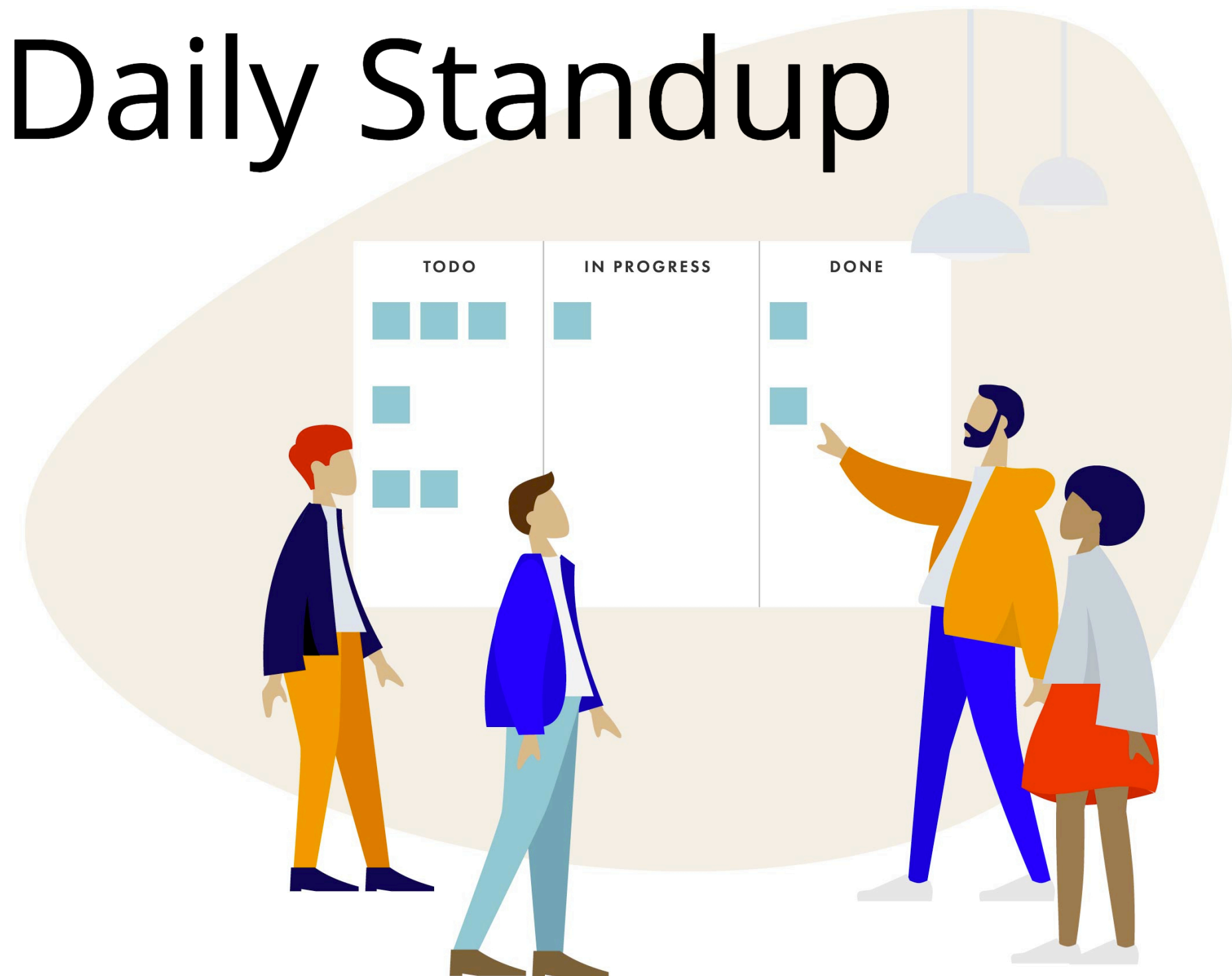


## *Daily Stand Up Meeting*

### Interview Questions:

- Tell me about your daily stand up meeting
- What does **BurnDown chart** report?

# Daily Standup



## Daily Stand Up meeting

- Also called - **Daily Scrum**, or simply **Stand Up**
- Stand-up is a short everyday meeting, takes **roughly 15 minutes**.
- Designed **to quickly inform** team members about what's going on across the team
- **Each** team **member** should **briefly provide the answers** of the following three questions:
  - **What did you do yesterday?**
  - **What will you do today?**
  - **Does anything block you? Do you have any impediments?**

- Daily stand-up is **NOT** a **detailed status meeting**. It is for status update, not for any discussion. For discussion, team members should schedule another meeting at a different time.
- Participants **usually stand** instead of sitting so that **the meeting gets over quickly**.

#### Attendees:

- **Scrum Master** - Host the meeting
- **Development Team** - answers 3 questions
- PO,BA are optional

#### Time box:

15 minutes

#### When:

- Everyday, typically in the morning



## What is an impediment in Scrum?

An impediment is **anything** that is **slowing down the Team**. It is **a kind of issue**. And it may include risks as well, but typically only high probability risks that are likely to occur fairly soon.

**Some types of impediments that the dev team might have:**

- Bugs (for a user story)
- Team member is not skilled or knowledgeable enough
- Technical issues - access issue, testing tool is not recognized, github issue etc
- Lack of knowledge to the project
- Less than perfect skill (in one area)
- Operational issues
- Process issues - might have dependency on some other tasks

## Sprint Active Board











- SM displays the **project management tool (jira)** in the meeting

SM displays the "**Sprint Active Board**" - For the team **to see** what is being finished and what is taking longer than expected.

### Sprint 1

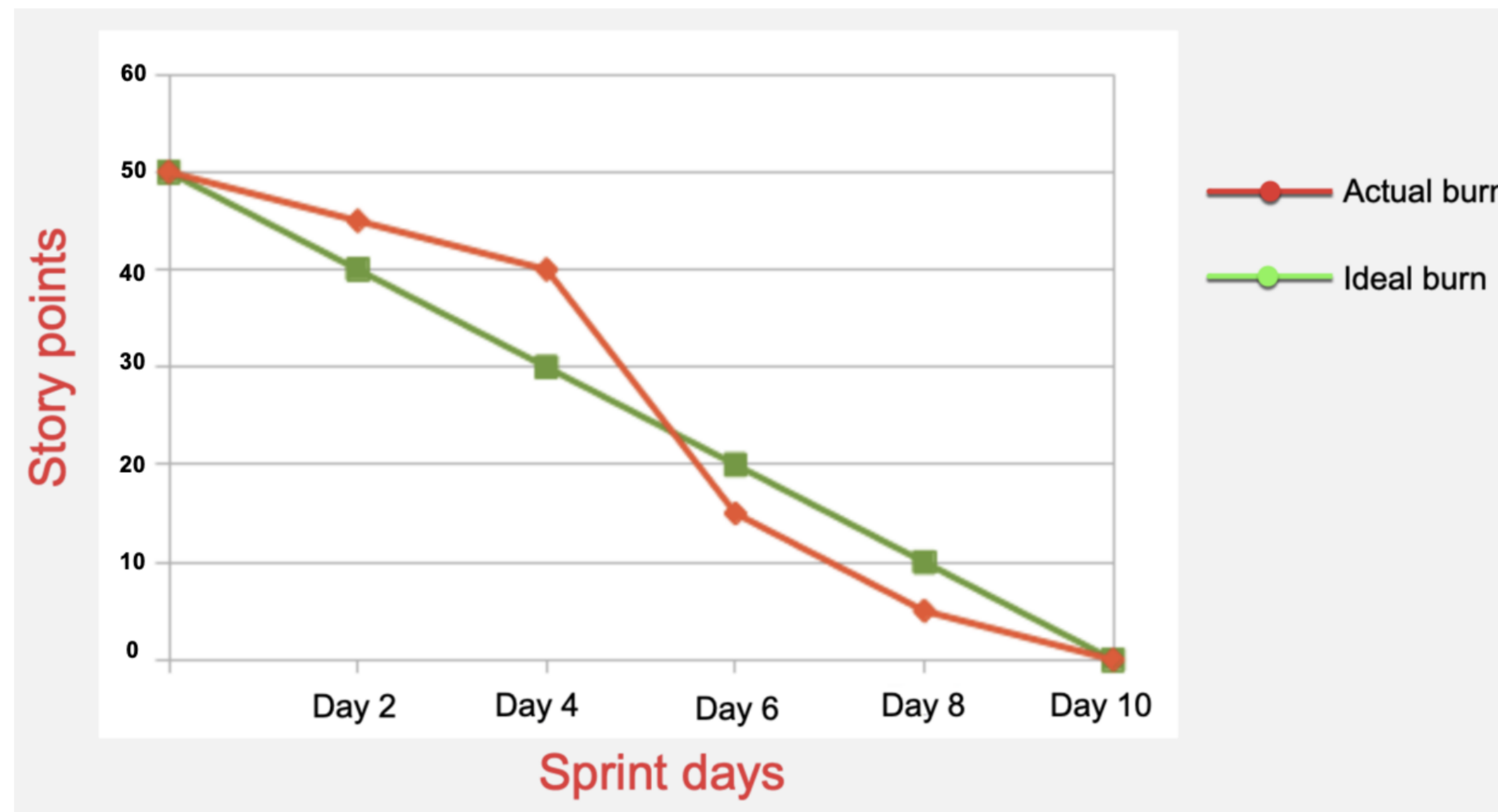
1. dev team has to complete 10 User Stories == 38 points 2. Dev team needs to create QA env 3. QA team needs to create IntelliJ project for the automation

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TO DO	DEVELOPING	TESTING	DONE
<div>NBCRM-11 As a user, I want to access my profile page.  = 5</div> <div>NBCRM-8 As a user, I want to access the Chat and Calls module.  = 5</div> <div>NBCRM-7 As a user, I want to vote for a poll with one answer.  = 2</div> <div>NBCRM-12 As a user, I should be able to Make Announcements using the Announcements tab.  = 5</div> <div>NBCRM-6 As a user, I want to see all the options under the MORE tab in the homepage.  = 3</div>	<div>NBCRM-3 As a user, I should log out from the NextBaseCRM app.  = 5</div> <div>NBCRM-4 As a user, I want to see all the options under the user profile.  = 2</div> <div>NBCRM-5 As a user, I should be able to send simple text messages using the message tab.  = 3</div>	<div>NBCRM-2 As a user, I should be able to save my user credential on a computer.  = 3</div> <div>NBCRM-1 As a user, I should be able to log in to the NextBaseCRM.  = 5</div>	

## Burn-down Chart

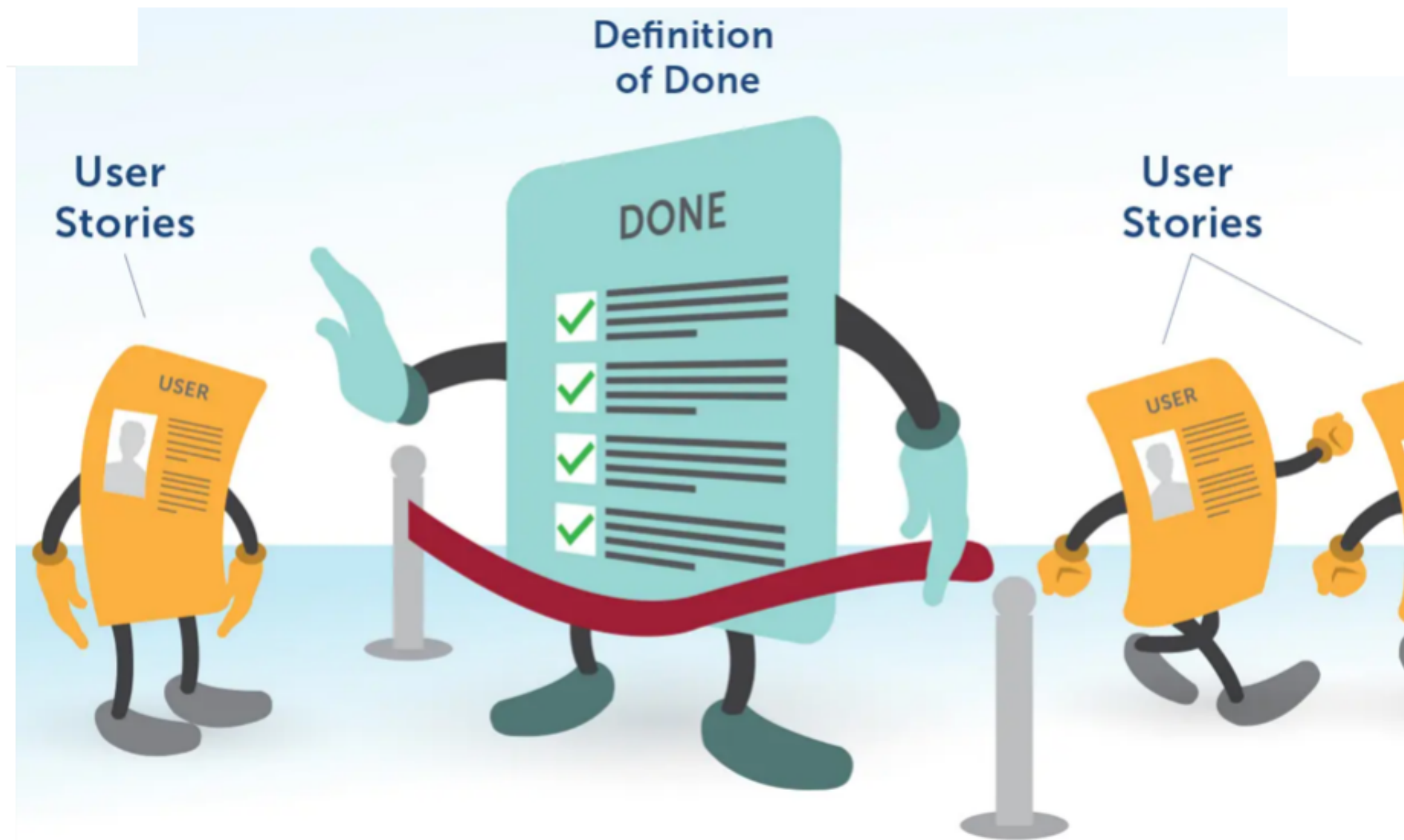
SM displays the "**BurndDown Chart**" report - a graphical representation of work left to do versus time. It is useful for predicting when all of the work will be completed.



# Demo Meeting

## Interview Questions:

- Tell me about Demo meeting
- Can you give examples from your Retro meeting





## Demo meeting

- Also called - **Sprint Review meeting**
- The meeting is **facilitated** by the **product owner**
- The entire Scrum team and stakeholders join the meeting to discuss what was **done** and what was not.
- The each team memebers demonstrates the Product Increment.
- The **Product Owner** reviews and **accepts** the US according to the Definition of Done(**DOD**).
- SM ends the sprint after the Dmeo meeting.
- If any US is not completed, it will move back to the product backlog, and the team will work on it in the next sprint.



### Attendees:

- **Scrum Master** - who **facilitates** the meeting
- **Development Team** - who demonstrate their "**done**" tasks or Product increment to PO/the Client
- **The client / stakeholders** - who owns the project
- The PO - **accepts** or **rejects** the US based on the **DOD**
- **Project Manager** - who responsible the project delivery

### Time box:

1 - 2 hours

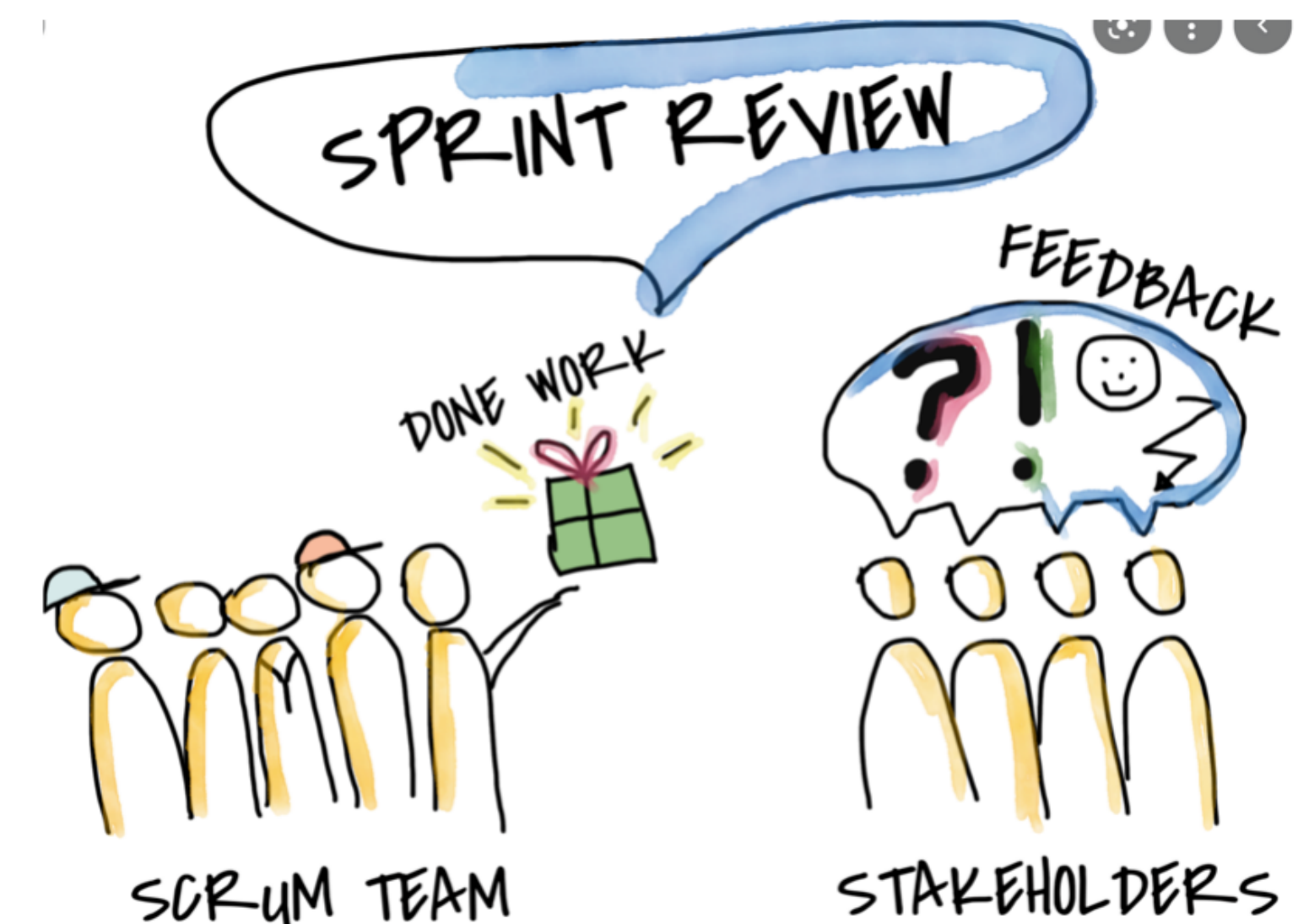
### When:

- At the end of the sprint [last day of each sorint]

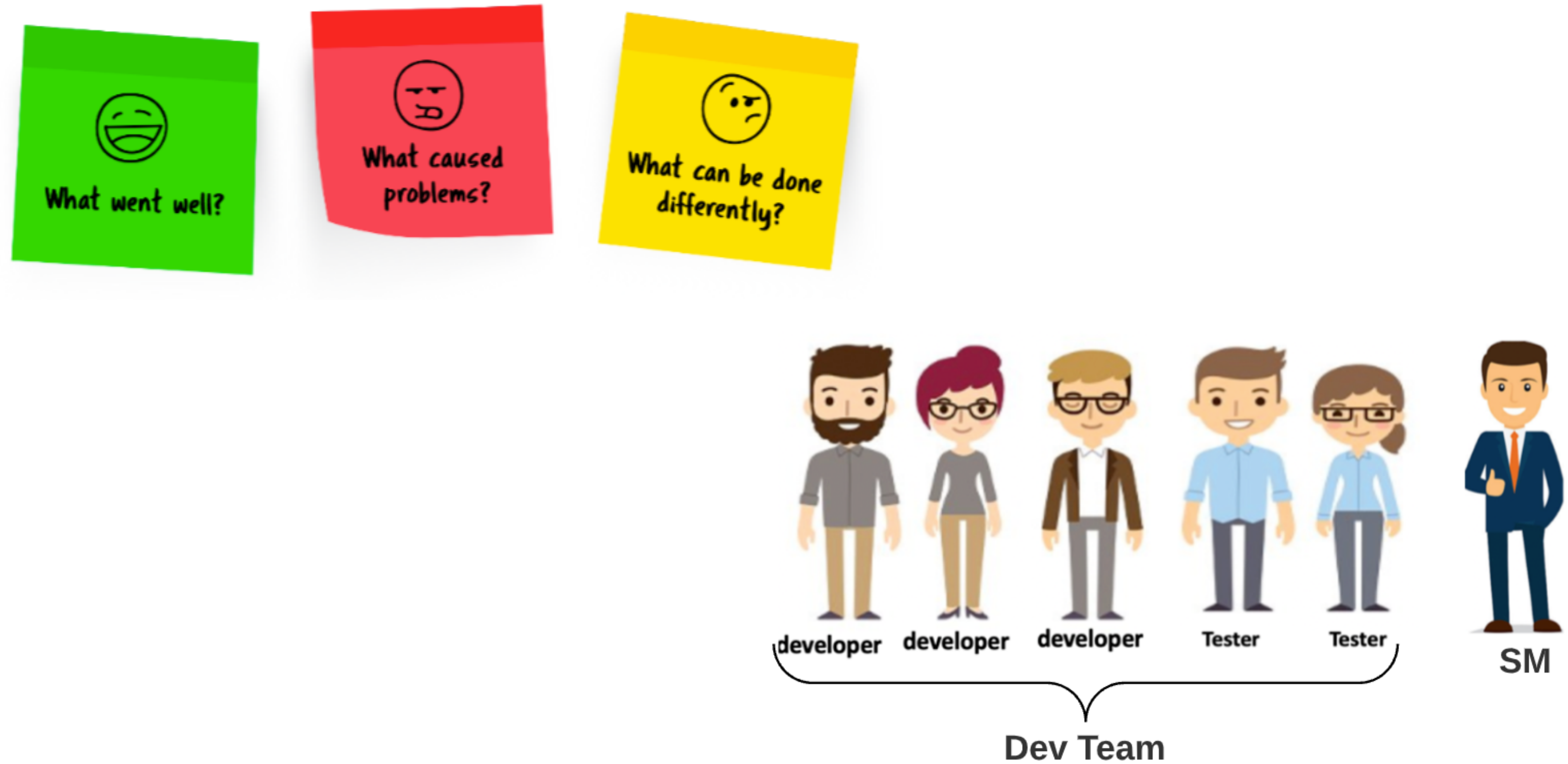
*Definition of Done (DOD) --> agreement between PO and Dev team to decide if a user story is "DONE"*

### Sample DOD lists:

1. Development **code** has peer **reviewed** and **documented**
3. **Testing** has been **completed** - functional (manual)
4. Automation testing has been completed (if applicable)
5. Any bugs fixed or deferred or marked as an known issue
6. All test results documented
7. Demoed to the PO / client
8. Accepted (signed off)



## Retro Meeting





## Retro meeting

- Retro meeting is used to **create improvement opportunities**.
- Provides each team member the chance to reflect on the sprint

### Meeting specifics:

### Meeting process:

- Have each team member answer the following questions:
  - What went well?
  - What went wrong?
  - What we should do to improve our team's efficiency?



### Attendees:

- **Scrum Master** - who **Host** the meeting
- **Development Team** - who revisit the sprint and make summary of what went well and wrong

### Time box:

1 - 2 hours for 2 weeks sprint

### When:

- At the end of the Sprint, after the demo meeting