

# Sprints and Stand Ups

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scrum tools for teams

# What's a Sprint?

- A “time-boxed” unit of development
- A way of making complex projects more manageable by defining smaller goals
- A work process that repeats each cycle

# Our Sprints



High-Level Design

Initial Development

Development and Testing

Testing and Integration

Each sprint will have a retrospective

# What is a Weekly Stand Up?

A brief meeting focusing on three questions:

1. What have I done since the last meeting?
2. What will I do before our next meeting?
3. What “blockers” are impeding my progress?

Most importantly: be specific

# Structure of a Weekly Stand Up

You literally stand up (hence the name!)

Everyone answers the three questions

Avoid storytelling or problem-solving

Should be the first thing you do, and take no more than 15 minutes

Occurs weekly, but is recommended you do this at every meeting

# Goals for a Weekly Stand Up

Get your work session off to a good start

Improve process and product

Stay focused on the right things

Enhance your “sense of team”

Update your team on the status of your work

# What NOT to Say

“I’m going to have some code done by next week”

“I’m going to think about a design for the wheels”

Blocker: “I have two exams this week”

Blocker: “I couldn’t get in touch with my team”

# Some better things to say

“I want to have the function for raising the probe done by this Friday”

“I will have a working prototype of the sensor by the end of class today”

Blocker: “I have a prototype circuit for the probe, but I don’t know how to read data with the Arduino. Would someone be able to help me?”

Aim for **small**, **concrete**, and **quantifiable** goals



The standup is a report to **your team**, not the Professors

However...

Yes, this will be a part of your grade.  
We will be looking for:

- **Attention:** Does the team member remain focused and attentive throughout the meeting?
- **Information:** Did the team member answer all three questions? Is the team member's report of progress transparent? Do they appear honest, open, and accountable
- **Attitude:** Does the team member's attitude or presence impact the group?

# Scrum Master

Responsible for keeping focus and guiding discussion

Discussion Leader, not Team Leader

Great idea to use some kind of task tracking software (Trello!)



# Scrum Scribe

Responsible for documenting everything

Documenting the standups helps keep track of individual progress



This will be awkward at first.

But embrace it and trust the process!