**Amdaris Agile Processes Best Practices**

**Roles**

* Scrum Master: Can be from the team. Will use **SM** abbreviation for this role.
* Product Owner: Client representative, available for the team at least once per day. Will use **PO** abbreviation for this role.
* Development team: Developers, QA. No more than 9 persons in the team

*NB: If Client cannot propose a SM or PO for the project, Amdaris can provide these roles.*

**Artefacts**

* Sprint(2-3 weeks)
* Product backlog
* Sprint backlog
* Definition of Done (DOD)

Template: [https://amdaris.sharepoint.com/\_layouts/15/WopiFrame.aspx?sourcedoc={9EBCBE51-197C-43B2-974D-D7AACD4F2B52}&file=Amdaris%20Definition%20of%20Done.docx&action=default](https://amdaris.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7b9EBCBE51-197C-43B2-974D-D7AACD4F2B52%7d&file=Amdaris%20Definition%20of%20Done.docx&action=default)

* Definition of ready (DOR)

Template: [https://amdaris.sharepoint.com/\_layouts/15/WopiFrame.aspx?sourcedoc={839B6A76-BBF9-413E-A662-281F4AF354ED}&file=Amdaris%20Definition%20of%20Ready.docx&action=default](https://amdaris.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7b839B6A76-BBF9-413E-A662-281F4AF354ED%7d&file=Amdaris%20Definition%20of%20Ready.docx&action=default)

**Ceremonies**

* Daily Scrum

                Frequency: Once per day, Time boxed to 15 min

                Description: Regular meeting. Aimed to answer at following questions: What I did yesterday, what I will do today, what impediments I have.

                Participants: Only development team is mandatory. Scrum Master and Product Owner are optional.

* Sprint Planning

Frequency: Once per sprint, 4 hours maximum. On the last day of the previous sprint or on the first day of the current sprint,

Meeting can be divided in two parts:

                                Part 1: Discuss team capacity. Discuss user stories with development team, estimate stories in points (If Grooming was not done). Move stories from Product backlog into Sprint backlog according to PO priority and team velocity. Set up a Sprint goal.

                                Participants: SM, PO and development team.

                                Part 2: Split stories in tasks at least for first days of the sprint. Estimate tasks in hours.

                                Participants: Tasks can be decided inside development team, SM and PO are optional for this part

* Sprint Review(Demo)

                Frequency: Once per sprint, 2h maximum, at the end of each sprint

                A presentation of work done by the team, ready to be delivered. Get feedback that can be used to complete Product backlog with new requirements.

                Participants: SM, PO, Development team, Stakeholders, anyone interested in the project

* Retrospective

Frequency: Once per sprint, 2h maximum, at the end of each sprint

                Description: Discuss Issues, actions to fix them, way for improvements, as well is used to congratulate each other for success and achievements. It is recommended that the retrospective is immediately after sprint review.

                Participants: SM, PO, Development team

* Grooming(Optional)

                Frequency: 1-2 grooming sessions per sprint, no more than 2h per session. Can be done any time during the sprint.

                Description: Discuss user stories for future sprints with development team, estimate stories. If this meeting was done, Sprint planning became more easy and short.

                Participants: SM, PO, Development team