**SCRUM**

**Roles**

* **Product Owne**r: This role represents the client and the business in general for the product on which they’re working. Product owner translates actionable work items for the development team
* **Scrum Master**: Sets up meetings and communicates progress and blockers. The scrum master mediates throughout the process.
* **Development team (TR Sunshine)**: Designers, developers, testers

**Sprint Planning**

* **Attendees**: Scrum team (product owner, development team and scrum master)
* **Frequency**: Happens at the begging of every sprint
* **Purpose**:
  + Is an opportunity for the team to showcase its work and inspect the overall roadmap for the product
  + Designed for the product owner and development team to review the prioritized product backlog
  + Team should ultimately create at a sprint backlog that contains all items they are committing to complete at the end of the sprint

Structure

* Sprint Goal - Description of what the team is going to complete over the course of the sprint using a quick one or two statements.
* Sprint backlog discussion
  + list of the product backlog items the team commits to delivering
  + list of tasks necessary to deliver those product backlog items.
  + Provide estimates for each backlog item that is committed to be worked on.
  + Define expected outcomes of each deliverable.

**Daily Scrum**

* **Attendees**: Scrum master and development team
* **Frequency**: daily (earliest possible time)
* **Purpose**: The Daily Scrum is the team’s chance to get together, define a plan for the day’s work, and identify any blockers.

Structure

* + Each member in turn will discuss:
    - What did you do yesterday?
    - What will you do today?
      * Does the work involve pairing with someone else?
    - Any obstacles encountered?
    - Additional Info:
      * Scrum master is responsible for keeping up the quick pace for the meeting
      * Scrum master to ensure one person speaking at any one time
      * Scrum master to ensure anything that warrants a longer conversation is taken offline by the needed participants

**Sprint Review**

* **Attendees**: Scrum team (product owner, development team, scrum master and outside stakeholders\customers i.e. the sponsors)
* **Frequency**: One hour per week of the sprint. As an example, a two-hour Sprint Review should be scheduled for a two-week sprint).
* **Purpose**: To showcase all work completed during the sprint to the stakeholders

Structure

* Introductions (yourself and your background in turn)
* In turns, each member of the development team will
  + Set context explaining the brief/goals to the sponsor
  + Demo their work which includes 1 or more of:
    - Presentation
    - Demo of application
    - Images\Visibility of task board
    - Photos\screen shots of team meetings
* Gather feedback
* Q &A
  + Decide who will answer what type of questions
  + Decide who will ask what questions
* Additional Info:
  + Scrum master to ensure before the meeting everyone has practised what they are going to demo
  + Scrum master to set out structure for the sprint review
  + Scrum master to take actionable feedback received during the sprint review and be converted into the new product backlog items for later prioritization and discussion

**Sprint Retrospective**

* **Attendees**: Scrum master and development team
* **Frequency**: After each sprint review
* **Purpose**: The Sprint Retrospective is the final scrum ceremony in the sequence that allows the team to look back on the work that was just completed and identify items that could be improved to help mitigate risks for future sprints.

Structure

* What went well over the last sprint?
* What didn’t go well
* What could we do differently to improve?
* Additional Info:
  + Scrum master to collect actionable feedback and assign tasks to the relevant person

**Open Questions**

* It's probably a good idea to do code reviews, where should we fit this in?
* Creation of user stories in the sprint planning phase?
* Can we categorise product owner as the sponsor or separate?
* Decide when sprints start and finish and plan dates in calendar for each sprint meeting(planning, review, daily and retrospective)