Sprint Planning

1) Sprint Planning

In the first half of sprint planning, the team asks questions of the Product Owner to clarify what is to be built.

2) Sprint Planning

While estimating PBI size in Sprint Planning is technically allowed, it's best to estimate prior to planning.

3) Sprint Planning

The Product Owner assigns development tasks to the Team.

4) Sprint Planning

The Product Owner is involved in figuring out how code is written.

5) Sprint Planning

In the second half of Sprint Planning, the Product Owner may be needed to help further clarify questions the team has.

6) Sprint Planning

The second half of Sprint Planning is for the team to break product backlog items down into development tasks.

7) Sprint Planning

Development tasks can be estimated in hours.

8) Sprint Planning

Instead of estimating tasks in hours, some teams find it easier to count up the # of tasks for a given Sprint. They then use that number for their Sprint Burndown.

9) Sprint Planning

Sprint planning for a 2 week sprint should be time boxed to 4 hours.

10) Sprint Planning

Adding a Backlog Refinement session half way through your sprint can help with making Sprint Planning shorter and more effective.

Daily Scrum

1) Daily Scrum

It's fine for the Daily Scrum to last up to 45 minutes.

2) Daily Scrum

People from outside the team may attend, provided it's okay with the team and they don't interfere.

3) Daily Scrum

The Daily Scrum is one of the 3 important Inspect and Adapt loops in Scrum.

4) Daily Scrum

The Daily Scrum is sometimes referred to as the "Standup" or "Daily Standup"

5) Daily Scrum

The 3 questions answered in a Daily Scrum are:

- ‣ What did you do since our last Scrum?
- ‣ What do you plan to do until our next Scrum?
- ‣ Do you have any impediments?

6) Daily Scrum

Discussions of how to resolve issues should be done during a sidebar after the Daily Scrum.

7) Daily Scrum

Teams usually don't benefit from this daily sync up.

8) Daily Scrum

It's helpful for the Daily Scrum to be in the same location, at the same time every day.

9) Daily Scrum

Managers should attend the Daily Scrum to help
ensure everyone is doing enough work.

10) Daily Scrum

The Daily Scrum shouldn't start until all participants arrive.

Sprint Review

1) Sprint Review

It's expected that a team will demo a feature even if they didn't finish it in the sprint.

2) Sprint Review

The Product Owner accepts a feature based on the conversations and acceptance criteria that was previously discussed with the team, not by some criteria the team hasn't heard before.

3) Sprint Review

Stakeholders are welcome at the review as long as they don't interfere. Their feedback can be helpful for shaping the product moving forward.

4) Sprint Review

Teams should spend at least 4 hours preparing for the review, and the review should include PowerPoint slides.

5) Sprint Review

If the team can't demo a feature because it wasn't completed, it's okay for a manager to question the team's approach in this meeting.

6) Sprint Review

The Sprint Review is mainly for show and has little impact on the product.

7) Sprint Review

A manager should pick who does the demos during the Sprint Review.

8) Sprint Review

Feedback from stakeholders during the Sprint Review should be collected and put on the backlog for consideration by the Product Owner instead of spawning long conversations during the review.

9) Sprint Review

Most Sprint Reviews only last 10 minutes.

10) Sprint Review

The Scrum Master should be in charge of running the Sprint Review and making sure the team demos what they need to demo.

Sprint Retrospective

1) Sprint Retrospective

Anyone who wants to attend should be able to show up.

2) Sprint Retrospective

The Retrospective is confidential. Whatever happens in the retrospective stays in the retrospective, unless the team agrees to share it.

3) Sprint Retrospective

The purpose of the Retrospective is to tell people what they did wrong during the last sprint.

4) Sprint Retrospective

Your Scrum Master should use the same exercise for the Retrospective every time for consistency.

5) Sprint Retrospective

The Retrospective is one of the 3 important Inspect
and Adapt loops in Scrum.

6) Sprint Retrospective

Trust is essential for a good retrospective.

7) Sprint Retrospective

A Sprint Retrospective is optional for a highly performing team.

8) Sprint Retrospective

Retrospectives can benefit from snacks.

9) Sprint Retrospective

The Scrum Master should always be the one to facilitate the Retrospective.

10) Sprint Retrospective

No one but the team members should ever be invited to the Retrospective.