# Scrum Ceremonies

## Daily Standup

The daily stand-up is a short, daily meeting to discuss progress and identify blockers. The reason it’s called a “stand-up” is because if attendees participate while standing, the meeting should be kept short.

Duration: 15 minutes (for a team of 6 engineers + BA) Here is a standard structure for your daily update.

 What did I work on yesterday?

 What's the current status of it - briefly.

 Declare if you have to change the due date for the task.

 What am I working on today?

 Declare when you are expecting to complete it.

 What issues are blocking me?

## Post meeting outcomes

## Backlog Review

Backlog review (grooming / refinement) is the process of reviewing, ranking, and editing the product backlog. This helps the development team to prioritize and build the features and functionalities that the product owner wants and the business needs.

Backlog review vs sprint planning

[Sprint planning](https://inivos.atlassian.net/wiki/spaces/T/pages/102006795) and backlog review rely on each other. Backlog review ensures that the backlog is reflective of lessons learned, customer insight, and business value. In sprint planning, the development team pulls work from the backlog and commits to deliver that work in the upcoming sprint. Sprint planning is reliant on a refined backlog and backlog review gets the highest-priority work into the next sprint.

Product owners should refine the product backlog before each sprint planning meeting.

Participants

 PO / BA  SM

 Dev & QA team

Things to be done on the backlog review day.

 100% physical attendance from everyone in the team is a must.  Book the meeting room.

 Do dependency review for all not-estimated tasks in “Not Ready”.  Move all estimated stories to “To Do”.

 Create a dependency summery for the reviewed items.  Create a tentative sprint backlog for the next sprint.

Things to be added to the backlog review process.

Release plan review should be done as the last step of the review process.

What is a sprint planning?

Sprint planning is an event in scrum that kicks off the sprint. The purpose of sprint planning is to define what can be delivered in the sprint and how that work will be achieved. Sprint planning is done in collaboration with the whole scrum team.

Participants

 PO / BA  SM

 Dev & QA team

Things developers should concern.

Keep the dev cycle less than 5 days.

Things QAs should concern.

Keep the QA cycles less than 3 days.

Each team member should at least have 2 items assigned to them.

Each team member should be connected to [adjusted velocity \* 3 / number of individuals]

Outcomes

Sprint plans share among all stakeholders including PO. Candidate task list.

A release plan in Scrum reflects the features in the backlog to be worked on in the upcoming sprints and provides an approximate date for the release. The plan should include the responsibilities, resources, and activities needed for each release and their potential priority.

The release plan is broken down into multiple sprints and what is to be accomplished in each sprint is recorded. The release date is estimated based on the number of sprints needed - multiplied by the velocity of the team. A release plan can help to show the feature-driven development and also remind everyone of the fixed-scope of each sprint.

Participants

 PO  BA  SM

 Sometimes members of Dev & QA team

Benefits of release plan

The team gets a shared understanding and a shared vision of what needs to be done.

Can be shown at the end of the Sprint Review to show the upcoming major releases and the progress made. The product owner gets guidance for prioritizing stories and tasks.

Team members don't get off topic as quickly because they don't do unplanned work.

## Sprint Review

What is a sprint review?

A sprint review is a collaborative meeting that is held at the end of every sprint (10th day of the sprint). This is when the team runs through work items they completed during the sprint or iteration. A sprint review ensures key stakeholders are up to date, and it enables them to provide feedback. At the end of each sprint review, the BA uses this feedback to create necessary work items in the product backlog.

Participants

 PO -

 SM -

 Dev team -

QA team -

Agenda

|  |  |
| --- | --- |
| **Agenda item** | **Responsible** |
| Sprint plan progress overview against the sprint plan in Confluence. | SM - |
| Demo items in the done lane by QAs. | QAs - |
| Meeting notetaking | BA - |

**Post meeting** **work**

|  |  |  |
| --- | --- | --- |
| **Work** | **Responsible** | **Participants** |
| Meeting-notes review session. | SM - SM | Dev Lead - Developer  BA - BA |
| Send the reviewed meeting note (with placeholders for tasks) to PO. | BA - BA |  |
| Convert action items in the meeting note to Jira tasks. | BA - BA |  |

## Sprint Retrospective

Key reports to discuss at the meeting.

QA reports Velocity report. Burndown chart. Devops metrics.

 Deployment frequency.

Identify devops metrics to evaluate and add it to sprint retro practice.

## Release plan review session

Do story level allocations. Ensure tsizing completion.

Change epic epic assignments for epics where stories are completed. Send the updated release plan to the team and all stakeholders.