Grooming Meeting

Interview Questions:

- Who joins the Sprint planning?
- What is the goal of Sprint planning?
- What is a Sprint Backlog?
- What is DOR? Definition of Ready?
- What is Team capacity?

Sprint planning meeting

- Establish goals for your sprint.
- Scrum team identify **the exact user stories** they will finish in a sprint.
- The entire team agrees to complete a set of user stories within a Sprint.
- **Each user story** that selected into the Sprint backlog **has to meet the team's** - Definition of Ready(**DOR**)DO criteria.
- **SM** creates a Sprint Backlog

The main reason to conduct Sprint planning:

- Remind the team of the big picture or goal for the sprint
- **Discuss** any new **information** that **may impact the plan**
- **Confirm team capacity**
- Review the Definition of Ready(**DOR**) and make any appropriate updates based on technology, skill, or team member changes since the last sprint
- Present proposed product backlog items to consider for **the sprint backlog**
- Scrum Master calls for a group consensus / group agreement on the plan
- Team and Product Owner agree upon the best plan they can make given what they know right now

Meeting specifics:

Meeting process:

- **SM creates a new sprint backlog in project management app (e.g Jira)**
- **Takes / pulls user stories from the Product backlog to the current Sprint backlog**
- **A team can finish / complete user stories based on their** team capacity & team velocity

Attendees:

- **Scrum Master - who facilitates the meeting**
- **Product Owner - who identifies the sprint goal with the dev team**
- **Development Team - who works on the user stories**

Time box:

1 hours for 2 weeks sprint or 2 hours for 4 weeks sprint

When:

- **First day of each sprint**

Sprint Backlog --> List of the exact user stories / tasks need to work in a sprint

Sprint Backlog: Sprint Backlog is one of the **Scrum artifacts**

Each sprint has one Sprint backlog

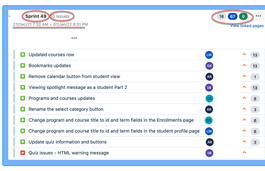
Scrum team selects user stories from the Proeduct backlog in to the Sprint backlog.

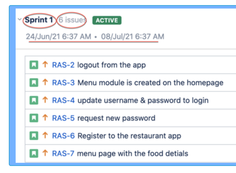
SM creates sprint backlog in sprint planning meeting.

Sprint backlog in used / maintained by Dev team and SM during the sprint.

Sprint Backlog has:

- Sprint number
- Sprint starting & ending date
- List of tasks needs to be done in the current sprint
- Total story points





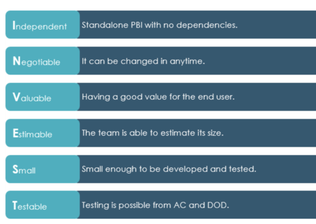
Definition of Ready (DOR) --> user stories are "ready" to be selected in to the Sprint Backlog?

- *Definition of Ready (DOR) is an **agreement** between the PO and Dev team on **if a user story is ready to be selected into the Sprint backlog.***
- *DOR agreement criteria is prepared by the **Scrum team before starting a project** (sprint 1).*
- *Product Owner & the Dev team creates the DOR list one time before starting a sprint, and it will be used for each user story in every sprint.*
- *The team can edit DOR list if neceessary*

Sample Definition of Ready (DOR) for a user story:

- Is that User **Story defined** by PO?
- Is that User Story has at least one Acceptance Criteria (**AC**) and **defined?**
- Is that User Story's dependencies identified?
- Is that User Story **sized** by Development Team
- Is the User Story small enough to completed in this sprint?
- Who will accept the User Story is identified
- Is this User Story meets INVEST criteria?

Story INVEST criteria:



Team Capacity -> Dev team's total work availability in a sprint

*Team capacity: The **developers** and **testers' total work availability** in a sprint.*

*To plan **what to work** and **how much to work** in a sprint, the team has to **identify** who is **absent** during the sprint, is there any **holidays** or not.*

Team capacity has to be calculated in every sprint, in sprint planning meeting.

Capacity number == total story points the dev team can finish in a sprint

E.g: 2-week sprint cycle team's team capacity example:

Rahul (dev) - available to work 8 days (becasue 1st day and last day is for meetings only)
John (dev) - available to work 8 days
Mike (dev) - available to work 8 days
Ayse (QA) - available to work 8 days
Vincent (QA) - available to work 8 days
total availability == Capacity is 5 8 = 40*
When all the dev & qa works, and there is no any holiday, this team can complete total 40 points of user stories in a sprint.