

0.1 End of Sprint Structure

Meeting Agenda:

- Daily Scrum
 - What have you done since last time?
 - Have you had any obstacles?
- Three good/bad thing
 - All team members take round saying three good and three negative things about the previous sprint.
 - This is done without interruptions
 - If someone brought a cake, serve it here.
- Show what has been done
 - Every group members take turn showing what they have completed.
 - Discuss what has not been done
- Sprint end meetings
 - Effectively discuss what could have been done better
- Other
 - If someone want to talk about something this is the time.
- Sprint planning meeting
 - Select work that has to be done
 - * The work is selected from the product backlog and put into to sprint backlog
 - Break these into smaller task/activities
 - Give each of these task/activities a priority
 - Give each of these task/activities a time approximation
 - Distribute on task/activities to each member.

About time estimation

- When voting for how long time a task/activity will take, only these numbers are allowed:
 - 2, 4, 8, 16, 32, 64 etc.
 - 8 is characterized as a day

About prioritizing the task/activities

- Options when voting are 1, 2, 3 where 1 means LOW, 2 mean MEDIUM and 3 means HIGH.

General

- All members has a vote.
- If one estimates/prioritize different than the other members i can, if he want to, tell the group why he estimated as he did. A new estimation will then take place.