

SPRINTS

DAILY SCRUM MEETING

Daily / Stand up / 15 minutes

Takes place as first thing each morning

Not for problem solving

Everybody can attend, but only product owner, scrum master and team can talk

Helps to avoid other unnecessary meeting

Daily scrum questions

What did I do yesterday that helped meet the sprint goal?

What will I do today that helps to meet the sprint goal?

Do I see any impediments that prevents meeting the sprint goal?

Inspect progress toward sprint goal

Topics that require additional attention may be discussed

The team may find it useful to maintain a current sprint task list, and a sprint burndown chart

BURNDOWN CHART

Burndown charts show work remaining over time

Summation of total team work remaining within sprint

Depicts the total effort remaining per day

Shows where team stands regarding completing the tasks that comprise the product backlog items that achieve the goals of the sprint

The X-axis represents days in the sprint, while the Y-axis is work remaining

The burndown chart is updated daily

Velocity is how much product backlog effort a team can handle in one sprint

This can be estimated by viewing previous sprints and can be used to plan projects and forecast release and product completion dates.

The team should not commit to more than the velocity of the team

The primary reason for estimating product backlog items is so that predictions can be made about how much functionality can be delivered by what date

Product backlog can be estimated relative to each other in story points instead of units of time

Start out by estimating biggest and smallest items in product backlog and the rest relative to these markers

SCRUM TOOLS

SCRUMWISE

[scrumwise.com](https://www.scrumwise.com)

Scrum project tool with people / backlog / sprints/ tasks management features and burndown chart generation.

TRELLO

trello.com

Visual team collaboration tool for organizing and prioritizing projects with boards, lists, and cards.

WAFFLE.IO

waffle.io

Free project management solution powered by GitHub issues and pull requests.

SPRINT REVIEW MEETING

Each sprint is required to deliver a potentially shippable product increment. This means that at the end of each sprint, the team has produced a coded, tested and usable piece of software. So at the end of each sprint, a sprint review meeting is held. During this meeting, the team shows what they accomplished during the sprint. Typically this takes the form of a demo of the new features.

The sprint review meeting is informal, typically with rules forbidding the use of slides and allowing no more than two hours of preparation time for the meeting.

RETROSPECTIVE MEETING

Held at the end of every sprint after the sprint review meeting

Team and scrum master discuss what went well and what to improve in the next sprint

Product owner does not attend this meeting

Should be time-boxed to three hours